



# INSTITUTE OF ARCHAEOLOGY

*Preserving the Past for the Future*

## **JOB DESCRIPTION: PARK RANGER**

<b>Position Title:</b> Park Ranger	<b>Primary Supervisor:</b> Park Manager
<b>Division:</b> Park Management, Institute of Archaeology	<b>Secondary Supervisor:</b> Parks Coordinator
<b>Level:</b> Operational Support (L6)	<b>Last Revised:</b> September 2023
<b>Replacement/Stand-in:</b> Park Ranger/Park Manager	<b>Duty Station:</b> Archaeological Reserve

### **MAIN FUNCTION:**

The Institute of Archaeology has the management of archaeological reserves as a central component of its responsibilities. The Institute of Archaeology is committed to the safeguarding, preservation, and promotion of Belize's archaeological resources. Through sustainable and responsible park management approaches, the Institute of Archaeology contributes to the enjoyment and appreciation of the archaeological reserves as prime tourism destinations.

The **Park Ranger** is responsible for the general physical upkeep of the archaeological reserve. This position provides support in the efficient day-to-day operation of the archaeological reserves, and generally supports the work of Management and technical staff on or related to the archaeological reserves.

The specific duties may vary depending on the archaeological reserve that the employee is assigned to.

### **PRIMARY DELIVERABLES:**

1. Cleaning, mowing, and bushing of the plazas, trails, temples and boundary lines.
2. Planting lawn grass and trees for aesthetic purposes.
3. Collection and proper documentation of revenue relating to the sale of tickets, posters, rental facilities and brochures if assigned and under supervision of the Manager or Assistant Manager.
4. Bookkeeping responsibilities in the event assistance is needed in the office.
5. Ensure that living quarters are kept clean at all times.
6. Ensure visitors' safety.
7. Maintain vigilance and security presence on the reserve.
8. Operating and maintaining all reserve equipment.
9. Minor repair of reserve equipment.
10. Cleaning all buildings, offices, pavilions and restroom facilities.

11. Removing and properly disposing of all garbage on site.
12. Enforcement of the rules and regulations that govern the archaeological reserves.
13. Professional and courteous interaction with visitors.
14. Report all incidents to the Park Manager in a timely manner.
15. Collaborate effectively with all NICH organizations and departments, including its Management and Technical Teams.
16. Perform other related duties in line with the above responsibilities assigned by the Park Manager.

#### **QUALIFICATIONS AND SKILLS:**

- Minimum of a high school diploma and proof of literacy or applicable years of experience;
- Trained Special Constable (having completed the training program with the Belize Police Department)
- Meet the physical requirements of the job;
- Ability to learn work procedures, rules, and regulations of the reserves;
- Ability to use a range of hand and power tools;
- Solid problem-solving skills and attention to details;
- Good reading, writing and arithmetic skills;
- Good communication and customer service skills;
- Demonstrated ability to perform in a disciplined and an organized manner;
- Excellent team working skills and strong interpersonal skills.

#### **WORKING CONDITIONS:**

- Requires extensive physical activity in open environment.
- Frequent exposure to the sun, airborne particles, and moving mechanical parts.
- Requires working in remote locations, with 10-day work rotations at the various archaeological reserves. Thus, in some instances, the specific archaeological reserve will be both the workstation and place of residence during work shift.
- Liable to be transferred to any archaeological reserve managed by NICH.
- Requires training in safety and health procedures.
- Requires availability to provide assistance in line with your duties in time of natural disaster (hurricane, flooding, forest fires etc.)

Application forms can be downloaded here: <https://qrco.de/beRLWB>

Completed forms can be mailed or dropped off at:

Institute of Archaeology,  
National Institute of Culture and History,  
Mountainview Boulevard, Belmopan, Belize.