



Employment Opportunity

Summer Students (Heritage Interpreters) for the Minden Hills Cultural Centre

The Minden Hills Community Services Department is currently accepting resumes for three (3) summer student (Heritage Interpreters) positions for a 16 week period from May 8 to August 25, 2018.

These positions provide support and assistance to the Curator of the Minden Hills Cultural Centre, enacting time period activities and delivering children's supporting Art Gallery, Museum, Heritage Village and Nature's Place programming.

The positions are based on a 35 hour work week, Tuesday to Saturday, 9:00 am to 4:30 pm. ½ hour unpaid lunch. The rate of pay is \$14.00 per hour, pending 2018 budget and grant funding approval.

Students must meet Young Canada Works (YCW) Eligibility Requirements:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada.
- be legally entitled to work in Canada.
- be between 16 and 30 years of age at the start of employment.
- have finished the school term at the start of employment.
- meet the specific eligibility criteria of the program to which you apply.
- be registered in the YCW online candidate inventory.
- be willing to commit to the full duration of the work assignment.
- not have another full-time job (over 30 hours a week).

Preference will be given to those with experience in art, history, museum studies, theatre, tourism, environmental studies or museum/gallery administration or related combination. Excellent public speaking skills and ability to work independently are required.

A clean Vulnerable Sector Check is required for this position.

Detailed Position Descriptions can be obtained from www.mindenhills.ca, or by contacting the Deputy Clerk/Administrative Assistant at 705-286-1260 ext. 313 or by email at sprentice@mindenhills.ca.

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by **12:00:00 noon, local time, Monday March 5, 2018** to:

Employment Opportunity – MHCC Summer Student Heritage Interpreter
Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON K0M 2K0

Attention: Mark Coleman, Director of Community Services

Email: sprentice@mindenhills.ca - Website: www.mindenhills.ca

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying on-line should contact the undersigned to discuss alternative solutions.

*We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act.***

POSITION DESCRIPTION

Position:	Summer Student– MHCC, Community Services Department	Type:	Non - Union
Incumbents:			
Reports To:	Director of Community Services, MHCC Curator, or designate(s)		
Date:		Next Review Date:	TBD
Positions Supervised:	none		

PART I - DESCRIPTION OF JOB REQUIREMENTS**General Accountabilities**

The Summer Student – for Minden Hills Cultural Centre and Community Services Department, provides assistance to the curators.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Maintenance & Operations

1. Assists with exhibition installation.
2. Assists with public education, tours and programming.
3. Files, archives, researches and assists with digitizing collection.
4. Assists with special events planning and preparation (i.e. opening receptions).
5. Front desk reception duties.
6. Welcomes visitors and takes admission.
7. Tracks attendance and upkeep of attendance statistics.
8. Works with volunteers.
9. Reports any major defects to equipment, property or process to the Director of Community Services or designate(s) promptly.

Staffing

n/a

Communication

10. Responds to telephone inquiries, directs messages and provides assistance and information at the counter regarding municipal business and services and where required, refers inquiries to the appropriate staff or source.
11. Responds to correspondence, both oral and written, on behalf of the Township.

Policy Compliance

12. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
13. Ensures compliance with Township and legislated policies, practices and procedures.
14. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
15. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

16. Performs other duties as required.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job

Technical Skills/Experience

1. A minimum of two (2) years' experience is preferred.
2. Experience in art history, museum studies, history, environmental studies or museum/gallery administration and, or related combination an asset.
3. Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint).
4. The incumbent must be able to demonstrate good communication and public relation skills.
5. Ability to work independently with minimal supervision.

- 6. The incumbent must provide a criminal check on an annual basis.
- 7. Ability to maintain confidentiality where mandated or required.

Education/Training/Licences

- 1. Must be a student between the ages of 16 and 30 and returning to school in the fall.

Working Conditions

- 1. Office work requiring periods of sitting, typing and use of office equipment. Interruptions are common. The individual does have the ability to move freely as required to reduce fatigue.
- 2. Event setup, program activities and collection set up and dismantling, requiring occasional periods of standing and light physical activity is required.
- 3. Availability to work occasional overtime as required.
- 4. Requires a need for detail and accuracy.
- 5. Occasional exposure to inclement weather.
- 6. Exposure to predetermined deadlines, interruptions and setting priorities.
- 7. Deals with difficult customers occasionally.

Signatures

_____	_____	_____
Date	Incumbent	Manager