



FORCE Visitor Centre

Student Assistant – Interpretive / Visitor Services

One (1) Position is available.

Closing Date

Monday, May 7th, 2012 at 4:00 p.m.

Term of Employment

May 22nd through September 2nd, 2012, 35 hours per week.

Summary

Fundy Ocean Research Centre for Energy (FORCE) is Canada's leading tidal energy research facility. FORCE is seeking a student to work with the FORCE staff team at the FORCE Visitor Centre, located at 1156 West Bay Road, near Parrsboro, NS, for the 2012 visitor season. The Visitor Centre Student Assistant will have the primary responsibility of welcoming visitors to the Centre, sharing the science and technology contained within the Centre with visitors, promoting the local area to visitors, as well as operating and maintaining the Centre on a daily basis. This is an excellent opportunity to gain experience in environmental and renewable energy technology interpretation, program development, visitor services, and visitor centre operations; while serving at one of the region's exciting new visitor destinations! All students who meet the criteria and requirements described herein are invited to apply for the position.

Position Description

Under the direction of the Visitor Centre Manager, the Student Assistant will work with FORCE staff on the public promotion and development of programming for the Centre, as well as perform daily operational duties, and act as an interpreter to visitors. The Assistant will study and present the history of the region, and related information behind FORCE and its mandate. The Assistant will participate in the operation of the Visitor Centre's reception area, providing visitors with information on public programming within the Centre, and programs and services available from attractions in the area, as well as providing interpretive services to visitors; answering questions and directing visitors to additional resources. The Assistant will help to identify opportunities for program development and improvement, will participate in the ongoing promotion of the Visitor Centre, and delivery of the Centre's programs, as well as day-to-day operation and maintenance, including cleaning, administration and other duties.

Compensation

The Student Assistant will be paid \$10.50 per hour, based on thirty-five (35) hours per week. This does not include Vacation Pay.

Qualifications & Skills Summary

The following shall be considered assets in the selection process:

- ⤴ Knowledge of the Parrsboro and Fundy Shore Tourism Destination area.
- ⤴ Knowledge of Tidal Energy Demonstration project, FORCE programs and research.
- ⤴ Previous experience and ease of working with the public.
- ⤴ Previous experience delivering visitor services and interpretive programs.
- ⤴ Strong communications skills.
- ⤴ Friendly and courteous nature.
- ⤴ Ability to maintain a high standard of punctuality, organization and neatness in the work place.
- ⤴ First-Aid and / or WHMIS certifications.
- ⤴ Completion of / enrolled in a post-secondary program of study related to Tourism and Hospitality, Environmental Science, Environmental Monitoring, Engineering Technology, or Renewable Energy.

The following are specific criteria or descriptions of qualifications:

- ⤴ Applicants must be available to start work beginning May 22nd, 2012.
- ⤴ Applicants must be eligible to participate in the Student Career Skills Development Program 2012 (Province of Nova Scotia). That is, the student must meet one of the following conditions:

- 1) Attending a post-secondary institution and returning to the same institution in the Fall of the current year,
- 2) Attending a post-secondary institution and transferring to another in the fall of the current year, or
- 3) A Grade 12 graduate who will be attending a post-secondary institution in the fall of the current year.

**Proof of eligibility will be required of the successful applicant. Details of the Student Career Skills Development Program 2012 can be found online: <http://www.gov.ns.ca/econ/sep/scsdp/>*

- ⤴ Applicant must be a full-time student. Non-student applications will not be accepted.
- ⤴ Applicants must be able to carry out daily tasks without constant supervision, and also possess the capacity to work as part of a team.
- ⤴ Applicants must possess a familiarity with computer programs and basic software, having the ability to compose communications and basic documents.
- ⤴ Applicants must be able and willing to work weekends and holidays.
- ⤴ Applicants must be willing to participate in training specific to the position, as well as First-Aid and WHMIS training, if necessary. Training costs will be covered by FORCE.
- ⤴ Applicants must be able to travel independently to the Visitor Centre Site, at 1156 West Bay Road, near Parrsboro (must arrange for own reliable transportation) for work each day.



Application Process

FORCE will accept applications via **email only** until **4:00 p.m., Monday, May 7th, 2012**. Please email a copy of your resume, and a letter of introduction in confidence to visitor.centre@fundyforce.ca with the subject line: "Student Assistant Applicant."

FORCE welcomes submissions from all qualified parties; however, only those applicants selected for interview will be contacted.

For further information, please contact:

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You may wish to visit our website to familiarize yourself with FORCE: www.fundyforce.ca. A full-copy of the Student Assistant position description can be found on our website as well.