



Fundy Ocean Research Center for Energy

FORCE Visitor Centre Student Assistant

One (1) position is available.

Closing Date

Friday, May 15th, 2015 at 4:00p.m. ADT

Term of Employment

July 5th through August 29th, 2015 (8 weeks, 30 hours per week)

Summary

Fundy Ocean Research Centre for Energy (FORCE) is Canada's lead test centre for tidal energy research and technology. FORCE is seeking an outgoing student to assist with the operation of its increasingly popular Visitor Centre, located at 1156 West Bay Road, near Parrsboro, Nova Scotia, for the 2015 visitor season. The Visitor Centre Student Assistant will have the primary responsibilities of welcoming visitors, providing interpretation and sharing the educational exhibits, interactive displays, and information on tidal energy technology and the FORCE project. The student will also assist with day-to-day operation of the reception area, conducting tours, coordinating with other local area attractions and promoting the local area to visitors. This is an excellent opportunity to gain experience in science and technology interpretation, visitor services, and general communication skills; while serving at one of the region's exciting new visitor destinations and entering the world of tidal energy technology! All students who meet the criteria and requirements described herein are invited to apply for the position.

Position Description

Under the direction of the Facilities Manager, the Visitor Centre Student Assistant will join a small team to provide visitor services and will participate in the delivery of the Visitor Centre's educational programs. This includes providing visitors with information on public programming at the Centre, presenting the educational exhibits and interactive displays to groups of various sizes, as well as answering questions and directing visitors to additional resources. The Visitor Centre Student Assistant will provide visitor services and information about other local area experiences, attractions, and programs, and will participate in on-going promotion of the Visitor Centre as an ambassador in the community. The Visitor Centre Student Assistant will assist in daily operation of the reception area, and liaise with other local area attractions throughout the term. Performance of daily operational duties such as cleaning, basic administrative office duties, reporting on visitor services and inquiries will be part of each week's work. The Visitor Centre Student Assistant will study and present information on the local area, FORCE and its mandate, and tidal energy, sharing this knowledge with thousands of people over the summer months.

Compensation

The Visitor Centre Student Assistant will be paid \$10.60 per hour, plus 4% Vacation Pay, based on thirty (30) hours per week for the eight (8) week term.

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 technologies, FORCE programs and research.
- ⤴ Bilingual/proficient in conversational French and English.
- ⤴ First-Aid and/or WHMIS certifications.
- ⤴ Previous experience and ease of working with the public.
- ⤴ Previous experience with customer service.
- ⤴ Previous experience delivering visitor services and interpretive programs.
- ⤴ Strong communications skills.
- ⤴ Willingness to complete all tasks, from basic cleaning to presentations to visitors.
- ⤴ Friendly and courteous nature.
- ⤴ Ability to maintain a high standard of punctuality, organization and neatness in the work place.
- ⤴ Enrolled in or interest in a post-secondary program of study related to Tourism and Hospitality, Environmental Science, Engineering Technology, or Renewable Energy.

The following are **specific criteria** or descriptions of qualifications:

- ⤴ Applicants must be available to start work beginning July 5th, 2015.
- ⤴ Applicants must be eligible to participate in the 2015 Canada Summer Jobs Initiative. That is, the student must meet the following conditions:
 - be between 15 and 30 years of age at the start of the employment;
 - have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act³; and,
 - be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- ⤴ 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. ADT, Friday, May 15th, 2015**. Please email a copy of your resume and a letter of introduction in confidence to visitor.centre@fundyforce.ca with the subject line: "Visitor Centre Student Assistant."

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

For Further Information:

You may wish to visit our website to familiarize yourself with FORCE: www.fundyforce.ca.

A copy of the FORCE Visitor Centre Assistant job description can be found on our website as well.

You can also "Like" FORCE on Facebook: <https://www.facebook.com/fundyforce>

If you prefer, you can follow us on Twitter, too: <https://twitter.com/fundyforce>

If you have questions, please contact:

Mary McPhee

Facilities Manager

Fundy Ocean Research Center for Energy

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