



FORCE Visitor Centre

Visitor Services Student Assistant

One (1) Position is available.

Closing Date

Monday, May 11th, 2015 at 4:00p.m. ADT

Term of Employment

May 23rd through August 28th, 2015 (14 weeks, 35 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 a student to work at the FORCE Visitor Centre, located at 1156 West Bay Road, near Parrsboro, Nova Scotia, for the 2015 visitor season. The Visitor Services Student Assistant will have the primary responsibility of welcoming visitors and sharing the educational exhibits, interactive displays, and information on tidal energy technologies contained within the Visitor Centre, while also promoting the local area to visitors, as well as operating and maintaining the reception area on a daily basis. This is an excellent opportunity to gain experience in research and technology interpretation, visitor services, and visitor centre operations; while serving at one of the region's exciting new visitor destinations and learning about tidal energy! 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 Services Student Assistant will participate in the operation and delivery of the Visitor Centre's educational programs, interpretive and visitor services. This includes providing visitors with information on public programming, 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 Services Student Assistant will provide visitor services and information about other local area experiences, attractions, and programs. The Visitor Services Student Assistant will participate in on-going promotion of the Centre to the public, as well as identifying opportunities to develop and improve programming for the Centre. Performance of daily operational duties such as cleaning, basic administrative office duties, operation of the reception area and reporting on visitor services and inquiries will be part of each week's work. The Visitor Services Student Assistant will study and present information on the local area, FORCE and its mandate, and tidal energy. In addition, the Visitor Services Student Assistant will be afforded the opportunity to meet thousands of people from around the world and be involved with an exciting renewable energy project.

Compensation

The Visitor Services Student Assistant will be paid \$10.60 per hour, plus 4% Vacation Pay, based on thirty-five (35) hours per week for the fourteen (14) 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 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.
- ⤴ Completion of / enrolled in a post-secondary program of study related to Tourism and Hospitality, Environmental Science, Environmental Monitoring, or Engineering Technology.

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

- ⤴ Applicants must be available to start work beginning May 23rd, 2015.
- ⤴ Applicants must be eligible to participate in the 2015 Student Career Skills Development Program (Province of Nova Scotia). That is, the student must meet the following conditions:
 1. You must be a resident of Nova Scotia for at least 6 months prior to this work term.
 2. You must be accepted into a post-secondary institution as a full-time student in the same year as this work term and proof must be given to your employer. That is, you fall into one of the categories below:
 - a. Attending a post-secondary institution and returning to the same institution in the fall
 - b. Attending one post-secondary institution and transferring to another in the fall
 - c. Grade 12 graduate and attending a post-secondary institution in the fall

**Proof of eligibility will be required of the successful applicant.*

- ⤴ 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 **4:00p.m. ADT, Monday, May 11th, 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 Services 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 Visitor Services Student 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:

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