



FORCE Visitor Centre

Visitor Services Student Assistant

One (1) Position is available.

Closing Date

Friday, May 16th, 2014 at 4:00 p.m.

Term of Employment

Sunday, July 6th through Saturday, August 30th 2014 (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 a student to work at the FORCE Visitor Centre, located at 1156 West Bay Road, near Parrsboro, Nova Scotia, for the 2014 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 Centre, while also 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 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!

Position Description

Under the direction of the Visitor Centre 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 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 Services Student Assistant will provide visitor services and information about other local area experiences, attractions, and programs. 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.

Compensation

The Visitor Services Student Assistant will be paid \$10.50 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 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 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 6th, 2014.
- ⤴ Applicants must be eligible to participate in the 2014 Canada Summer Jobs Initiative. That is, applicants 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 Act*; 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 prepared 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 arrange for their own reliable transportation to the work site.



Application Process

FORCE will accept applications via **email only** until **4:00 p.m., Friday, May 16th, 2014**. 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:

Mary McPhee

Visitor Centre Manager

Fundy Ocean Research Center for Energy

1156 West Bay Road, Parrsboro, Nova Scotia

visitor.centre@fundyforce.ca

1.902.254.2510