



Fundy Ocean Research Center for Energy

FORCE Visitor Centre Assistant

One (1) Position is available.

Closing Date

Friday, May 6th, 2016 at 4:00p.m. ADT

Term of Employment

Thursday, May 26th through Wednesday, August 31st (14 weeks, 35 hours per week)

Summary

Fundy Ocean Research Centre for Energy (FORCE) is Canada's lead test centre for in-stream tidal energy research and technology. FORCE is seeking an outgoing student to work at the in-demand FORCE Visitor Centre, near Parrsboro, Nova Scotia to assist in the delivery of public programs and technology transfer. The FORCE Visitor Centre Assistant will have the primary responsibility of delivering visitor services and educational programs to engage the public in understanding the FORCE project, Fundy tides and ocean technology. This is an excellent opportunity to gain experience in delivery of public educational and interpretive programs to various audiences, as well as public speaking, communication, and technology transfer. In addition, the FORCE Visitor Centre Assistant will be immersed into a busy and exciting renewable energy project and have opportunity to gain knowledge of engineering, marine research, tidal energy and ocean technology, all while meeting thousands of people and spending the summer along the Bay of Fundy. 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 FORCE Visitor Centre Assistant will participate in daily operation of the Visitor Centre, and the delivery of educational programs and visitor services. The FORCE Visitor Centre Assistant will assist FORCE staff in welcoming visitors and sharing educational exhibits, interactive displays, and information on tidal energy technology and environmental research, while also promoting the local area to visitors. This includes provision of information about other local area experiences, attractions, and programs.

The FORCE Visitor Centre Assistant will lead delivery of tours to groups of various sizes, as well as answering questions and directing visitors to additional resources. Further, the FORCE Visitor Centre Assistant will work with other student staff to develop and improve interpretive services and tours, and will be responsible for the daily and weekly gathering and processing of visitor numbers and origin data, as well as assisting with reporting on visitor services and inquiries.

The FORCE Visitor Centre Assistant will participate in on-going promotion of the Visitor Centre programs to the public, as well as identifying opportunities to develop and improve programs and exhibits. Performance of daily operational duties such as cleaning, basic administrative office duties, and operation of the reception area will be part of each week's work. The FORCE Visitor Centre Assistant will study and deliver information and resources on the local area, FORCE, tidal energy, ocean technology and environmental research as a member of the FORCE Visitor Centre team.

Compensation

The FORCE Visitor Centre Assistant will be paid \$11.10 per hour, plus 4% Vacation Pay, based on thirty-five (35) hours per week for the fourteen (14) week term.

Assets & Skills Summary

- ⤴ Knowledge of the Parrsboro and Fundy Shore Tourism Destination area.
- ⤴ Knowledge of in-stream tidal energy technologies, and the FORCE project.
- ⤴ Knowledge of oceanography, marine biology, ocean technology and engineering.
- ⤴ Knowledge of marine renewables and renewable energy development.
- ⤴ Proficiency in conversational French and English.
- ⤴ Previous experience and ease of working with the public.
- ⤴ Previous experience delivering visitor services and interpretive programs.
- ⤴ Demonstrated communications skills, written and oral.
- ⤴ Demonstrated ability to contribute to the work environment in a positive manner.
- ⤴ Passion for learning and public education.
- ⤴ Willingness to complete all tasks, from daily cleaning duties to visitors tours.
- ⤴ Friendly and courteous nature.
- ⤴ First-Aid and/or WHMIS certifications.
- ⤴ Demonstrated ability to maintain a high standard of punctuality, organization and neatness in the work place.
- ⤴ Enrollment in a post-secondary program of study related to Tourism and Hospitality, Environmental Science, Marine Biology, Oceanography, Ocean Technology, Environmental Monitoring, Engineering Technology or Education.

Qualifications

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

- ⤴ Applicants must be available to start work beginning May 25th, 2016.
- ⤴ Applicant must be a full-time student, currently enrolled in full-time studies, and intending to return to full-time studies in the fall (secondary to post-secondary or post-secondary to post-secondary). 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, as well as spreadsheets.
- ⤴ 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, if necessary. Training costs will be covered by FORCE.
- ⤴ Applicants must possess a valid driver's licence and be able to travel independently to the FORCE 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, Monday, May 2nd, 2016**. Please email a copy of your resume and a letter of introduction in confidence to jobs@fundyforce.ca with the subject line: "FORCE Visitor Centre Student."

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.

If you have questions, please contact:

Mary McPhee

Facilities Manager, Fundy Ocean Research Center for Energy

1156 West Bay Road, Black Rock, Cumberland County, NS

Email: mary.mcphee@fundyforce.ca

Phone: 902.254.2510