

Visitor Services Facilitator

This is a grant funded position made possible through the generous support of the Government of Nova Scotia through the Department of Labour and Education's Summer SKILLS student job program.

Eligibility

A person is eligible for this position provided they are;

- a permanent resident of or live in the province of Nova Scotia for at least six months prior to the work term.
- entering full time post-secondary studies in the fall following the summer work term.
- continuing full-time post-secondary studies following the summer work term

Applications Closing Date

June 11, 2021

Term of Employment

June 27 to August 28, 2021

Compensation

\$13.10 hourly plus 4% vacation pay based on thirty-five (35) hours per week.

Work Location

FORCE Visitor Centre, 1156 West Bay Road, Black Rock (10 km from Main Street, Parrsboro) in Cumberland County, NS.

Position Overview

Fundy Ocean Research Center for Energy (FORCE) is Canada's leading test centre for tidal steam research and technology. FORCE is seeking an individual to assist with site operations based at the Visitor Centre outside of Parrsboro. Under the supervision of the FORCE Facilities Manager the Visitor Services Facilitator will support the daily operations at the FORCE Visitor Centre including but not limited to; following COVID procedures, visitor services, data collection, lawn and grounds maintenance, general building maintenance, daily cleaning and assisting FORCE staff as required.

Specific activities of the Visitor Services Facilitator include:

- Following COVID 19 procedures
- Daily cleaning and upkeep of FORCE Visitor Centre

- Greet visitor's and guests in accordance with COVID policies and procedures.
- Inform guests about FORCE, tidal stream energy, environmental monitoring, the surrounding area and community partners.
- Collect visitor data, analyse and prepare report.
- Assist with lawn and grounds maintenance and upkeep.
- Assist in the development and delivery of digital programs.
- Assist with building maintenance and upkeep.
- Work with office software including Excel, Word, Teams, Zoom, etc.
- Support FORCE's Environmental Effects Monitoring Program activities and staff, assisting with data collection, operations and activities.
- Support FORCE staff as required.

Position Requirements

- Punctual
- Follow instructions and complete daily assignments
- Work with Microsoft Office including Excel, Word, Teams
- Work independently
- Work weekends and holidays
- Ability to operate lawn care tools in a safe and responsible manner
- Reliable transportation to and from work
- Participation in training specific to the position including First Aid and WHMIS if necessary (training expenses paid by employer)

Application Process

Applications including resume and cover letter with the subject heading "Visitor Services Facilitator" should be emailed in PDF format to visitor.centre@fundyforce.ca **on or before June 11, 2021**. FORCE appreciates submissions from all qualified students however only those applicants selected for interviews will be contacted.