



Port Alberni Maritime Heritage Society

Job Description for

Exhibit Guide / Program Assistant

- Welcoming and informing visitors of the Society's exhibits
- Maintaining records of visitors and tourist attendance
- Researching specific topics as requested by the Coordinator
- Planning and delivering weekly children's programs
- Delivering special events programs (ex. Pirate Day)
- Handling cash
- Completing at end of day the daily cash sheet and petty cash log
- Completing at end of day other necessary accounting logs
- General cleaning and maintaining the building in a safe manner
- Taking pictures of children participating in programs
- Posting information on the organization's social media accounts
- Organizing and delivering a fund raiser
- Selecting, researching and writing a research paper on a maritime related topic which becomes part of the Society'