



Job Posting

Historic Site Services & Youth Interpreter – Canada Summer Jobs Program

Location: Alberni Valley Chamber of Commerce

Salary: \$17.50/hour for 35 hours per week

Terms of Employment: Seasonal

Job Title: Historic Site Interpreter/Youth Interpreter

The Alberni Valley Chamber of Commerce is the “voice of business” for the entire region. Registered under the Federal Board of Trade Act, the Chamber is a membership-driven organization focused on continually improving the business climate in the community. The Chamber entered into a fee-for-service agreement with the City of Port Alberni to operate the McLean Mill National Historic Site. The McLean Mill National Historic Site has a campsite gift shop, food and beverage services, tours, and small/large scale events throughout the summer season.

Job summary

The Historic Site Services and Youth Interpreter will take on daily visitor interactions while keeping the Site ready to receive guest. Learning and sharing the history of the McLean targeted at engaging a youth (6-12 years) audience, as well as providing information about current activities, local businesses, and accommodation. Working front line in all aspect of both our commercial and historic activities they will also assist in the further development of our exhibits, in-person tours as well as our virtual assets so they are accessible and informative to new generations.

Duties and Responsibilities:

- Learn, Share and Promote the historical value of the Site
- Provide accurate information to visitors regarding heritage, services, events, etc., options and costs, and suggest suitable products via mail, phone, email and in person
- Work as part of our Team assisting individuals or groups to ensure a positive and educational experience
- Promote and sell all on site products and services, focus on Youth Tours and Events
- Develop and host entertaining and educational Tours and Events for youth visitors
- Develop, maintain and care for educational displays of historic importance
- Ensure the Site is well maintained, clean and safe
- Day to day ground maintenance
- Ensure visitor understanding of information provided
- Create and distribute promotion materials

- Maintain Social Media presence promoting the site, services and products
- Gather information and develop new resources
- Review existing materials and update them as necessary
- Comply with professional dress code and grooming standards
- Follow all Standard Operating Procedures as outlined for the McLean Mill Historic Site
- Perform other administrative tasks as required

Qualifications:

- Must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.
- Desire to understand and grow a retail operation
- Excellent communications skills – face to face, telephone and written
- Excellent customer service skills
- Able to work in a fast-paced environment and multi-task
- Current computer skills including internet and email, and point of sale software
- Time management skills
- Outgoing, friendly, welcoming demeanour
- Must be available to work weekends when scheduled
- A valid driver's license would be an asset or have reliable transportation

How to Apply:

Please apply with your resume and cover letter by email to office@albernichamber.ca

The Government of Canada funded this job through the Canada Summer Jobs program.