



Huble Homestead/Giscome Portage Heritage Society

202-1685 3rd Avenue, Prince George, BC V2L 3G5
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<http://www.hublehomestead.ca>

JOB POSTING

POSITION: Heritage Interpreter

LOCATION: Huble Homestead Historic Site (located 40 km north of Prince George, BC)

DURATION: May 4, 2020 – September 7, 2020

POSITION STATUS: Temporary full-time (37.5 hours a week); Grant funded

HOURLY WAGE: \$15.25, with returning employees receiving a wage increase.

JOB SUMMARY

Under the supervision of the Program Manager and the Store Manager, the successful applicant will be responsible for acting as a host to visitors, providing information and detailed site tours to groups of various ages, and assisting in the planning and execution of special events. This position also requires a willingness to demonstrate old-fashioned activities and the ability to assist in site maintenance.

JOB RESPONSIBILITIES

- Greet and welcome all visitors to the site.
- Conduct guided tours of the buildings and grounds of Huble Homestead to regular visitors, school programs, and tour groups.
- Assist in the development and execution of special events and site rentals.
- Lead games and activities for visitors of various ages, and help present demonstrations of old-fashioned activities such as making butter, preparing ice cream, etc.
- Perform food related duties, such as food preparation, cooking, serving, and cleaning.
- Assist with the day-to-day operations of the General Store, which include customer sales, product restocking, inventory, store accounting, cash handling, and manual credit card transactions.
- Assist with general site maintenance and garden upkeep.
- All other duties as required.

SKILLS AND QUALIFICATIONS

- Knowledge of local history and geography, as well as old-fashioned crafts and activities, an asset.
- Proficiency in English required, with additional languages an asset.
- Excellent customer service skills; retail experience an asset.
- Ability to work independently and within a team environment.
- Ability to follow oral and written instructions.
- Ability to exercise integrity, good judgment, critical problem solving and initiative.
- Ability to function effectively in an ever-changing environment and deal with frequent interruptions.
- Ability to lift, move and carry up to 20 kg.
- Canadian Red Cross Emergency First Aid and Food Safe an asset.

REQUIREMENTS:

- A Criminal Record check is required for this position.
- A valid BC Drivers licence, Class 5 or higher, and access to a personal vehicle for transportation.
- Able to work a five day week, which will include weekends and holidays, both on and off site.
- For grant purposes, successful applicants must be between the ages of 16 and 30, currently enrolled in full-time studies, and intending to return to full-time studies in the semester following the position.

We encourage women, visible minorities, and aboriginal students to apply.

The application deadline for this position is Friday, March 20, 2020.

Please send or drop off applications to:

Nicole Krizmanich, Program Manager
#202-1685 3rd Ave.
Prince George, BC
V2L 3G5

E-mail: programs@hublehomestead.ca

INSTRUCTIONS FOR APPLYING VIA EMAIL

- All application information must be sent as an **e-mail attachment**. This should include a cover letter and detailed resume. Documents may be combined into one file, or sent as separate attachments. Please submit materials in .doc or .pdf format.
- In the **SUBJECT LINE** of the email indicate the position title (Heritage Interpreter) and Applicant Name.

We thank all applicants for their interest;
however, only those selected for interviews will be contacted.

Please visit <http://www.hublehomestead.ca> for more information on Huble Homestead.