



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Summer Experience Guide

(Job ID# 2019.34ST)

**Department:** Recreation & Culture  
**Division:** Cultural Services  
**Location:** Pioneer Village & Archives  
**Status:** Seasonal (May 22, 2019 – August 25, 2019)  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** Wednesday to Sunday – 9:15am – 5:15pm  
**Wage Range:** \$14.00  
**Date Posted:** February 25, 2019  
**Date Closing:** March 11, 2019

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose:**

The successful applicant will research themes related to the history of early settlement that can be translated into particular demonstrations, activities, crafts and games that explore these themes.

***For full details, please see attach job description.***

### **Qualifications:**

As an ideal candidate, you have a minimum of one-year University or college in an appropriate field and possess demonstrated organizational, writing and research skills. Familiarity with a museum, heritage, cultural or not-for-profit organization, is an asset, proven Leadership skills, excellent communication and organizational skills, and the ability to work both independently and in a team environment. A valid driver's licence or access to transportation is required. The successful candidate must supply the employer with a **positive Police Vulnerable Sector Check**. Candidates must be **available to work weekends**. All candidates must be legally entitled to work in Canada, be a Canadian citizen, permanent resident or have refugee status in Canada, and be between 16 and 30 years of age at the start of employment. Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.

### **How to apply:**

Please forward your cover letter and resume by **March 11, 2019**, identifying the job title and ID# **2019.34ST** in the subject line to [careers@georgina.ca](mailto:careers@georgina.ca) or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

### **Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## **JOB DESCRIPTION**

### **JOB TITLE: Summer Experience Guide**

#### **PRIMARY FUNCTION:**

Research themes related to the history of early settlement that can be translated into particular demonstrations, activities, crafts and games that explore these themes.

- Location: Georgina Pioneer Village & Archives, 26557 Civic Centre Road, Keswick, ON L4P 3G1
- During the work term, the Summer Experience Guide will:
- Research themes related to the history of early settlement that can be translated into particular demonstrations, activities, crafts and games that explore these themes;
- Interpret the history of the various heritage buildings located at the Georgina Pioneer Village & Archives, including relevant information about the town in which they were originally located and the people that once occupied them;
- Interpret the history of the historic gardens and landscape features at the Georgina Pioneer Village & Archives and the tasks associated with their upkeep;
- Provide basic demonstrations of the pastimes, chores and crafts performed by men and women in 19th century rural Ontario;
- Through engaged discussion with the public, promote the Georgina Pioneer Village & Archives, its programs and events;
- Create basic step-by-step “how-to” guides for future guides, interpreters and volunteers that explain the process of performing any new historic demonstrations created by them, for the public;
- Participate in the various special events hosted by the Georgina Historical Society and Georgina Pioneer Village & Archives throughout the summer months;
- Ensure site is prepared to receive visitors by following the guidelines stated in the Maintenance & Security Checklists;
- Create and deliver hands-on activities for adult and child visitors based on early settlement theme;
- Create supply lists for each activity that adhere to budget considerations;
- Assist Programming staff with programs whenever necessary;
- At informal meetings, share information learned on the job with volunteers, colleagues, and members of the Georgina Historical Society;
- Handle and process gift shop sales, as well as keep simple financial records on gift shop revenue;
- Monitor gift shop inventory, manage the display of merchandise, and order merchandise from various vendors as needed;
- Compile basic qualitative data on visitors that will be used to evaluate the visitor experience at the Georgina Pioneer Village & Archives; and
- Provide continual feedback to the employer regarding the employee's personal work experience and make viable recommendations on how to improve this experience in the future.

#### **SKILLS/KNOWLEDGE REQUIREMENTS:**

As an ideal candidate, you have a minimum of one-year University or college in an appropriate field and possess experience working with children in an informal education and recreation setting. The ideal candidate must also possess organizational, communication and leadership qualities. Familiarity with a museum, heritage, cultural, or not-for-profit organization, is an asset, as is the ability to work both independently and in a team environment. A valid driver's licence or access to transportation is required. The successful candidate must supply the employer with a positive Vulnerable Sector Check. Candidates must be available to work weekends.

All candidates must be legally entitled to work in Canada, be a Canadian Citizen, permanent resident or have refugee status in Canada, and be between 16 and 30 years of age at the start of employment.

**Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.**