



Huble Homestead/Giscome Portage Heritage Society

202-1685 3rd Avenue, Prince George, BC V2L 3G5
admin@hublehomestead.ca

Phone: (250) 564-7033

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JOB POSTING

POSITION: Heritage Interpreter

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

DURATION: May 10, 2010 – September 6, 2010

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

HOURLY WAGE: \$12.00, with returning employees receiving a \$1.00 pay increase

JOB SUMMARY

Under the supervision of the Program Manager and the Store Manager, this position is 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 pioneer 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
- Help present demonstrations of pioneer activities such as churning butter, ice cream making, 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, 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

- Proficiency in English required, with additional languages an asset
- Excellent customer service skills
- 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
- W.C.B. Occupational First Aid Level 1 and Food Safe an asset
- For grant purposes, successful applicants must be between the ages of 16 and 30

REQUIREMENTS:

- Criminal Records check is required for this position
- Valid BC Drivers licence, Class 5 or better
- Access to a personal vehicle for transportation
- Able to work a five day week, which includes weekends and holidays, both on and off site.

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

The application deadline is Thursday, April 1, 2010 at 5:00 pm.

Please send, fax or drop off applications to:

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

Fax: (250) 564-7040

Email: programs@hublehomestead.ca

Instructions For Applying Via Email

All application information must be combined into **one** document (Word is preferred) and sent as an **e-mail attachment**. This should include a cover letter, detailed resume, and any other relevant documents. **Do not send separate attachments for each document.**

In the **subject line** of the e-mail please indicate both the position applied for (Heritage Interpreter) and your name.

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

Please visit www.hublehomestead.ca for more information on Huble Homestead.