

## Tourism & Programs Assistant (Summer Student)

Coquitlam Heritage operates Mackin House and runs a tourism information centre operating from the original Fraser Mills Train Station. We offer a variety of programming throughout the year and provide tours of the restored Edwardian-era historic house.

Coquitlam Heritage is seeking a summer student to offer tours and tourism information to the public throughout the busy summer months.

### **Duties:**

- Conducting tours of Mackin House, Maillardville, and other areas of Coquitlam
- Caring for Mackin House, including light cleaning, gardening, and tidying the rooms and grounds
- Helping visitors with directions and tourism-related questions
- Working with children, adults, and seniors at events, festivals, and during workshops
- Preparing for events and workshops, including crafts, baking, and setting up rooms
- Registering people into programs and workshops
- Running local errands
- Presenting a bin of heritage artifacts to a classroom or group

### **General Requirements**

- Demonstrates a genuine interest in community, heritage, history, and culture
- Displays a helpful, outgoing personality
- Works well in a team and individually
- Has the ability to focus on and complete tasks in a timely manner
- Is organized and can prioritize
- Excellent communication skills, both verbal and written
- Sound understanding of Microsoft Office Suite including Excel, Word, Publisher and Outlook
- Is curious, learns quickly, and is very comfortable researching and problem solving
- Is flexible and happy to lend a hand wherever it's needed
- Lift up to 50 lbs safely
- Available on weekends
- Must pass a criminal record check
- Food Safe Certificate not required but considered an asset
- 2<sup>nd</sup> language skills not required but considered an asset

### **Eligible student participants must:**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

The successful candidate will submit reports and meet with their direct supervisor bi-weekly. They will work in a dynamic learning environment and will develop their critical thinking skills, communication and presentation skills, team building and research skills.

This position is suitable for those considering teaching, library science, recreation, research, event coordination, museology, curation, tourism, hospitality, and the range of associated jobs.

**This is a 30 hour a week position that will run for 14-weeks, working Thursdays to Mondays.**

**Compensations:** \$13.85/hr

Send you cover letter, as above, plus your resume to:

Stefani Klaric

Programme Manager

[sklaric@coquitlamheritage.ca](mailto:sklaric@coquitlamheritage.ca)

Subject line: YourName\_Programing Assistant Summer Student Application

Closes: Friday, 12 May at 5:00pm