



Municipality of Central Manitoulin
Welcome Centre and Pioneer Museum
Job Description
2024

Job Title: Museum Attendant/Tourism Information

Term: 8-week positions (2)

Job description for the museum attendant student worker, employed by the Municipality of Central Manitoulin for the Central Manitoulin Historical Society, and assigned to the Historical Society is as follows:

1. Working hours will be assigned once the students have been selected for the upcoming summer. You will work 40 hours per week. Your timecard is to be reviewed by one of the Historical Society Supervisors, prior to being turned in to the Municipal Office. You will be issued and will be responsible for a set of keys for all the locks at the museum, for opening and closing the buildings.
2. Each morning, when you arrive at the Pioneer Museum site, you are to do a walk-around on all the museum properties, both inside and out the covered bridge. During this walk-around you are required to pick up any waste material i.e. paper, bags, bottles, cans and other debris, and deposit them in appropriate receptacles. This walk will also include the walking trails, where you will check for fallen limbs or any other tripping hazard, which might have fallen since your last inspection.
3. The inside of the log cabin is to be inspected daily and swept and or dusted as required.
4. The flowers in the beds and potted plants are to be watered at least three (3) times weekly, unless there has been rain during the previous forty-eight (48) hours. It is recommended that at least three (3) sprinkler cans of water can be sprinkled on each of the two front beds, and four (4) cans on the longer side bed. Any other plants should also be watered at the same time. If the water gets low in the rain barrels, please advise one of the volunteers to have the barrels filled.

5. All grass, both inside and outside the bridge, should be cut on a regular basis in the same area as is presently cut. SAFETY BOOTS/SHOES and LONG PANTS are required when operating the lawnmower and grass cutting equipment.
6. All of the museum equipment should be inspected, on an ongoing basis, and be cleaned and dusted as appropriate.
7. Some painting of equipment will be requested when time is available.
8. During the hours that the museum is open to the public, you may be required to either act as a guide or answer questions from the visitors. For this reason, we advise that you spend some time, during the first couple of days on the job, learning what most of the equipment and tools are. Most of the volunteers will be happy to assist you on this information.
9. The Welcome Centre is located at the same location as the museum and employees will be responsible for providing tourism information. Employees will familiarize themselves with local businesses, attractions and resources for tourists. Employees will be expected to make sure that print resources such as flyers, brochures and tear away maps are restocked. Employees will be expected to call businesses to let them know print material needs restocked. Employees will provide phone numbers or websites as well as offering to phone businesses on visitors behalf.

Required Skills:

The student applicant needs excellent communication skills, as this is a job that deals with the public.

The student applicant needs to be energetic, and well adapted to working outdoors, as a lot of the required work will be done outside, as outlined in the above job description.

The student applicant should have good computer skills, as they may be required to do some data entry, as well as searching for information.

It is required that the student applicant will be returning to school in the fall, either secondary, or post secondary.

Supervision:

The Historical Society members will be your supervisors. They will guide you through your duties, and responsibilities, as well as assign you any other duties they need done. The Historical

Society will be there to answer any questions or concerns you may have.

Eligible students must be planning to return to school full time in the fall, be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment. Intake will remain open until positions are filled.

Please direct all inquiries, requests for job descriptions and applications to:

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