



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Program and Site Assistant



** Please note, this position is dependant upon grant funding**

The BC Forest Discovery Centre is currently accepting applications for the position of Program and Site Assistant for our 2017 summer season. The Centre is seeking creative, professional, positive, and organized applicants to fill two possible vacancies in the position of Program and Site Assistant.

HOURS OF WORK: May 8-August 25 | 40 hours per week | Holiday & Weekend work required

WAGE: \$11.87/hour

TASKS AND RESPONSIBILITIES:

- Assist with the maintenance of the Centre's marsh and forest trails
- Assist with the delivery of forest ecology and wetland education programs
- Conduct site maintenance activities including mowing lawns, pruning trees, gardening, power-washing and sign maintenance
- Assist with the curatorial and construction activities associated with the Centre's historical buildings, railway tie replacement and boardwalks
- Evaluate and provide feedback on the Centre's ecology programming and logistics
- Provide site interpretation and visitor orientation while conducting on the train
- Help visitors understand and appreciate Canada's cultural and natural heritage
- Assist with the planning, development, and implementation of the BC Forest Discovery Centre's celebration of Canada's 150th Anniversary

POSITION REQUIREMENTS:

As these positions are made possible through grant funding, applicants must meet the following criteria:

2892 Drinkwater Road, Duncan, BC V9L 6C2

Phone: 1 250 715 1113 ♦ Fax: 1 250 715 1170 ♦ e-mail: info.bcfdc@shawlink.ca

www.bcfrestdiscoverycentre.com

- Be a Canadian citizen, permanent resident or have been granted refugee status.
- Legally entitled to work in Canada.
- Be between the ages of 16 and 30 years of age at the start of your employment.
- Be a fulltime post-secondary student who intends to return to school in the Fall.
- Be able to commit to the full duration of the work assignment.
- Must not have another full time job (over 30 hours a week) while working for the BC Forest Discovery Centre.

APPLICATION REQUIREMENTS:

- Indicate for which position you are applying
- Confirm that you have a flexible schedule with availability for weekend and evening work
- Confirm your ability to undergo a criminal record check
- Also, the BC Forest Discovery Centre will hold two major special events in the 2017 Fall/Winter season – the Halloween Train and the Christmas Express. Please confirm your availability to work during these events in your application.

Please send Cover Letter and Resume to:
Carol Miller – BC Forest Discovery Centre
E-mail: info.bcfdc@shawlink.ca or Fax: 250-715-1170

Deadline for submissions is Friday, April 21st, 2017 at 4:30pm.

No phone inquiries, please. Only short-listed applicants will be notified.