

## **Job Posting Sooke Region Museum & Visitor Centre**

**Program Assistant** Part Time 18 Weeks average 15 hours a week at \$15.20 an hour. Starts in May and runs to September. There are three positions available for this job.

Provide information to visitors on the many attractions, events, businesses and activities in the region. Assist with the operation of our summer market that is primarily a farmer\food market held on a weekly basis. During the market, they will assist us with Covid protocols to make sure vendors and visitors operate in a safe manner. The market is an important venue for local food providers \ farmers and provide fresh food for people in the region. The market attracts between 1000 and 2000 people and is allow under BC Covid rules, but with those numbers, we must make sure proper procedures are in place. Provide interpretive tours of on-site heritage attractions, including acting as an historical person. Assist with youth and adult programs. Assist with the collection of statistical information on tourist in the region. Assist with Facebook & Twitter accounts, work on our database of heritage and community information. Assist newcomers to the community with information of services in the region. Promote responsible use of the region's environment by visitors.

The ideal candidate will be interested in human and natural history. They will have a good knowledge of the Sooke region. Be comfortable with communicating with people in person. A second language would be an asset.

Please note, this position is funded by the federal government and you must meet the following criteria in order to be eligible to apply for the position:

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Please send your cover letter and resume to [Director@sookeregionmuseum.com](mailto:Director@sookeregionmuseum.com) or drop it off at the museum at 2070 Phillips Rd. by Tuesday May 4<sup>th</sup> at 5pm

