

## SUMMER STUDENT JOB POSTING

**Title:** Heritage Programmer (Bilingual)  
**Status:** Summer Employment Position  
**Wage:** \$14.25 per hour  
**Work Term:** July 6 – September 4, 2021 (36.25 hours/week)



### Description:

The Petawawa Heritage Society is looking for a responsible, enthusiastic and out-going Heritage Programmer who is bilingual, to give guided educational tours, assist with special events and work with the curator cataloguing artifacts and documents at the Petawawa Heritage Village. The Heritage Programmer is to act as a representative of the Petawawa Heritage Society.

### Responsibilities:

- Active involvement assisting in the operation and delivery of tours and special events
- Assist the curator with various tasks in documenting and cataloguing artifacts
- Assist with special events
- Keep records of number of visitors and ensure feedback surveys are filled out
- Manage the gift store
- Other duties as assigned

### Required skills and knowledge:

- Student must be currently enrolled in a secondary or post-secondary institution or within 6 months of graduation and have reached the age of 15 but not yet reached the age of 25 upon commencement of employment.
- High energy, self-starter and must have ability to work independently and unsupervised
- A keen interest and demonstrated ability to present the history of Petawawa
- Experience working with the public in both one-on-one and group settings
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities

### Other Qualifications:

- Experience leading individuals and small groups
- Current certifications in First Aid & CPR
- Vulnerable Screening Check (required prior to commencement of employment)
- Formal studies in Canadian History an asset

Please submit your resume via email to [phsv1999@gmail.com](mailto:phsv1999@gmail.com). Alternatively, drop-off or mail to 16 Civic Centre Rd, Petawawa, ON, K8H3H5.

Deadline to apply is **June 14, 2021**.