



**Manuels River Hibernia Interpretation Centre  
Summer Employment Book  
2018**



## **Summer 2018**

### **EMPLOYMENT OPPORTUNITIES**

The Manuels River Hibernia Interpretation Centre opened in March 2013 and is operated by the Manuels River Natural Heritage Society, with goal of conserving the Manuels River valley for the enjoyment and education of visitors, both local and from out of the province. Our centre hosts interactive exhibits related to the geology, palaeontology, ecology and human history of the Manuel River basin, as well interpreted programs, summer day camps, a gift shop, a café and public and private events.

Manuels River is looking for motivated, enthusiastic and energetic individuals to assist with public programs, summer camps, our gift shop and special events. Summer employees act as ambassadors for Manuels River and the Conception Bay South area and share their passion for this special place.

#### **How to Apply:**

Complete the *Manuels River Summer Employment Application Form* and mail, e-mail or hand-deliver it, along with a current resume and a copy of RNC Certificate of Conduct and Vulnerable Sector Check (dated no earlier than February 2018) to:

#### **Mail Applications or hand-deliver to:**

Attn: Jillian Whittle, Executive Assistant  
Manuels River Hibernia Interpretation Centre  
7 Conception Bay Highway  
Conception Bay South, NL A1W 3A2

#### **or email to:**

[jillian.whittle@manuelriver.com](mailto:jillian.whittle@manuelriver.com)

### **DEADLINE FOR RECEIPT OF APPLICATIONS FOR ALL POSITIONS IS**

**MONDAY, APRIL 30, 2018 at 4pm**

Applications sent by mail must be postmarked by the deadline date.

The *Manuels River Summer Employment Application Form* is available on our website at [www.manuelsriver.com](http://www.manuelsriver.com).

We thank everyone for their interest in working with the Manuels River Hibernia Interpretation Centre, however only those selected for an interview will be contacted.



## Assistant Daycamp Leader

### Roles and Responsibilities:

- Assist in the planning and preparation for the Manuels River Summer Science Daycamp program;
- Assist in the delivery of a week-long science daycamp program;
- Work one-on-one or in small groups with special needs campers;
- Supervise campers (5 to 11yrs) during lunchtime, drop-off and pick-up times.

### Supervision:

This position is part of the Manuels River Education Department and is overseen by the Education Manager. The Assistant Daycamp Leader works directly with the Daycamp Leader, who is responsible for their training, day-to-day direction and ongoing feedback.

### Qualifications:

- Minimum of one year post-secondary education/training in a field related to children/youth (e.g. Education, Recreation, Physical Education, Social Sciences) or Earth/Environmental Science (e.g. Geology, Biology, Ecology, Geomorphology);
- Experience or training in planning and coordinating programming for children in a group setting;
- Strong leadership and communication skills;
- Knowledge of child development and behaviour management techniques an asset;
- An equivalent combination of education and experience deemed acceptable by Manuels River;
- 2018 Royal Newfoundland Constabulary (RNC) Certificate of Conduct and Vulnerable Sector Check;
- Must be a returning student in fall 2018.

### Period of Employment:

June 26 to August 24, 2018

### Hours of Work:

Monday to Friday, 9am to 5pm

### Rate of Pay:

\$12 per hour (37.5 hours per week)



## Science Interpreter

### Roles and Responsibilities:

- Conduct interpretive exhibition and river trail tours for visitors;
- Assist in the planning and delivery of special interpreted programs such as themed hikes, science programs for families and youth, visiting groups and lectures/presentations;
- Undertake a research and/or creative project to provide additional interpretative materials;
- Other duties associated with the above responsibilities.

### Supervision:

This position is part of the Manuels River Education Department and is overseen by the Education Manager. Science Interpreters work directly with our two Lead Interpreters, who are responsible for the training, day-to-day direction and ongoing feedback of the summer interpretation staff.

### Qualifications:

- Public program delivery or customer service experience;
- Strong oral communication skills;
- Leadership training or experience an asset;
- Post-secondary education/training in a field related to Earth/ Environmental Science (e.g. Geology, Biology, Ecology, Geomorphology) or Interpretation (e.g. Museum/Heritage Studies, Education, Recreation) an asset;
- A love of learning about the natural world and an enthusiasm for sharing knowledge;
- An equivalent combination of education and experience deemed acceptable by Manuels River;
- 2018 Royal Newfoundland Constabulary (RNC) Certificate of Conduct and Vulnerable Sector Check;
- Must be a returning student in fall 2018.

### Period of Employment:

June 26 to August 31, 2018

Start and end dates may vary according to placement and funding

### Hours of Work:

9:30am to 5pm, Monday to Friday, some weekend and evening shifts required

### Rate of Pay:

\$12 per hour (35 hours per week)



# Community Programming Interpreter

## **Roles and Responsibilities:**

- Organize and deliver weekly summer community programs;
- Assist in the planning, organizing and delivery of special community events;
- Assist volunteer Trail Ambassadors;
- Other duties associated with the above responsibilities.

## **Supervision:**

This position is part of the Manuels River Education Department. The Community Programming Interpreter works directly with the Education Manager, who is responsible for their training, day-to-day direction and ongoing feedback.

## **Qualifications:**

- Minimum of one year post-secondary education/training in a field related to Recreation, Community Development, Business Administration, Office Administration, or Interpretation;
- Strong oral and written communication skills;
- Strong organizational skills;
- Customer service, office administration or public program delivery experience;
- An equivalent combination of education and experience deemed acceptable by Manuels River;
- 2018 Royal Newfoundland Constabulary (RNC) Certificate of Conduct and Vulnerable Sector Check;
- Must be a returning student in fall 2018.

## **Period of Employment:**

June 18 to August 24, 2018

Start and end dates may vary according to placement and funding.

## **Hours of Work:**

9:30am to 5pm, Monday to Friday, some weekend and evening shifts required

## **Rate of Pay:**

\$12 per hour (35 hours per week)



# Visitor Experience and Retail Assistant

## **Roles and Responsibilities:**

- Processing admissions and gift store purchases;
- Offering assistance to visitors and customers regarding visitor information and merchandise;
- Answering visitor queries in person, via email and over the telephone;
- Replenishing brochures and materials in the Visitor Information Centre;
- Other duties associated with the above responsibilities.

## **Supervision:**

Admissions and Gift Store Assistants work directly with the Admissions and Gift Store Manager, who is responsible for their training, day-to-day direction and ongoing feedback.

## **Qualifications:**

- Strong oral and written communication skills;
- Strong organizational skills;
- Retail, customer service or office administration experience an asset;
- An equivalent combination of education and experience deemed acceptable by Manuels River;
- Must be a returning high school student in fall 2018.

## **Period of Employment:**

July 3 to August 31, 2018

Start and end dates may vary according to placement and funding.

## **Hours of Work:**

9:30am to 5pm, Monday to Friday, some weekend shifts required

## **Rate of Pay:**

\$12 per hour (35 hours per week)



## Events Staff

### **Position Summary:**

The Events Staff are the front line staff and are responsible for providing each client and guest of the MRHIC with the highest quality of service and respect. Events Staff work together as a team to ensure every event runs smoothly.

### **Roles and Responsibilities:**

- Responsible bar service
- Assisting with set up for various events and room layouts
- Maintain a clean a tidy event space and bar before, during and after events
- Assist clients and guests with any needs during events
- Monitor coat check during events
- Keep track of inventory before and after events
- Record bar sales during events using a computerized POS System
- Clean glasses and restock bar as needed during events
- Event security – ensure guests are not bringing drinks outside or bringing in drinks from outside establishments
- Assist clients with on-site A/V requirements
- Other related duties as required

### **Supervision:**

This position is part of the Manuels River Events Department and is overseen by the Events Manager. Events Staff work directly with our Events Lead, who is responsible for the training, day-to-day direction and ongoing feedback of the events staff.

### **Qualifications:**

- Customer service and/or retail experience;
- Bartending experience is an asset;
- Strong oral and written communication skills;
- Strong organizational skills;
- An equivalent combination of education and experience deemed acceptable by Manuels River;
- 2018 Royal Newfoundland Constabulary (RNC) Certificate of Conduct and Vulnerable Sector Check;

### **Period of Employment:**

June 26 to August 31, 2018

Start and end dates may vary according to placement and funding

### **Hours of Work:**

Mostly evenings and weekend shifts, vary based on event bookings.

**Rate of Pay:** \$12 per hour



# 2018 Summer Employment Application Form

## Personal Information:

Name:

Email:

Address (Street, City, Postal Code):

Primary Phone:

Alternate Phone:

## Positions applying for (in order of preference):

1	
2	
3	

## Educational Background:

Level of schooling completed by June 2018: \_\_\_\_\_

Educational Institution	Program of Study	Dates of Attendance	Certificate/Degree/Diploma

## Work Experience:

Employer	Dates Employed	Position/Responsibilities



**Volunteer Experience/Additional Training/Other Information:**

Location of volunteer service or training	Type of service/training	Dates

Additional relevant information about yourself:

**References (please provide two):**

Name	email	Telephone	Relationship to applicant

**Please read carefully before signing:**

I am available for the period of employment indicated in the description for the position for which I have applied. It is understood and agreed that the information given on this application is true to the best of my knowledge, and any misrepresentation made by me may be sufficient cause for immediate dismissal.

I understand that applications will only be accepted and retained for advertised competitions and only those granted interviews will be contacted.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail Applications or hand-deliver to:**  
Attn: Jillian Whittle, Executive Assistant  
Manuels River Hibernia Interpretation Centre  
7 Conception Bay Highway  
Conception Bay South, NL A1W 3A2

**or email to:**  
[jillian.whittle@manuelriver.com](mailto:jillian.whittle@manuelriver.com)

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