



**Tour Guide
Summer Job Posting
Shubenacadie Canal Commission**

JOB LOCATION: Fairbanks Centre, 54 Locks Road, Dartmouth, NS

RATE OF PAY: \$16 hr / 35 hours per week

EMPLOYMENT DATES: May 28- Aug 17 (12 weeks)

HOURS OF WORK: Tuesday – Saturday. Longer weekend shifts or occasional evenings may be required.

To be eligible, participants must be between 15 and 30 years of age at the start of employment.

ROLE AND RESPONSIBILITIES

Acts as a liaison with the public, in person and virtual, to enhance the understanding of the Shubenacadie Canal System, its history, its present, and its potential future use.

- Develop a knowledge of the Shubenacadie Canal history and provide interpretive information to visitors.
- Update and implement a guided tour program at various sites along the Shubenacadie Canal.
- Create, update, and implement new experiences for visitors at the Fairbanks Centre, Starr Park and Lock 6 Park.
- Provide project support on various SCC initiatives.
- Create videos / take photos to promote the waterway and SCC park sites.
- Update/add accessibility details and amenities for canal sites and promote through social media.
- Research and data collection on park visitation numbers
- Provide general information on services, public projects, vendors, activities, trails, and parks.
- Communications/Marketing component: promote the Shubenacadie Canal and active use of the waterways, trails and parks; manage walk the waterway program; assist in organizing a timely online media presence; generate articles and blogs for posting and publication.
- Other duties, as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Excellent oral and written communication skills
- Excellent knowledge of computers including databases, Word, Excel, and Publisher
- Excellent knowledge and understanding of social media platforms and strategies
- Excellent presentation skills
- Exceptional customer service skills
- Comfortable taking photos and videos
- Comfortable in front of a camera
- Capable of working independently and/or with a team
- General knowledge of the Shubenacadie Canal, the community, and the area
- Previous experience as a tourism operative would be a definite asset
- Able to physically respond to functions of the job, such as lifting and moving objects
- Have access to a vehicle for occasional offsite tours and community engagement would be an asset

ELIGIBILITY

This job is funded by the Canada Summer Jobs program. The program eligibility requirements for applicants are below:

- is between 15 and 30 years of age at the beginning of the employment period,
- 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.

SUBMISSION DETAILS:

Job Submission Deadline: May 3, 2024

Please include Cover Letter, Resume and 3 References

Application Submission via email only to: info@shubenacadiecanal.ca

***No phone calls | No drop-ins Please**

Subject Line: Tour Guide - Summer 2024

Attention: Paula Wheaton

***Only applicants selected for an interview will be notified**

~Thank you for your interest in working with the Shubenacadie Canal Commission~