

# Township of SOUTH STORMONT

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**POSITION:** Historic Site Coordinator (4)  
**DEPARTMENT:** Parks and Recreation Department  
**LOCATION:** Lost Villages Museum  
**REPORTING TO:** Director of Parks and Recreation  
**WORK HOURS:** 35 +/- hours per week  
**HOURLY RATE:** Currently under review  
**DURATION:** Up to 18 weeks, May 8, 2023 - September 1, 2023

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## **JOB SUMMARY:**

The Historic Site Coordinator(s) are responsible for opening, operating and closing the Lost Villages Museum on a daily basis.

## **PRIMARY DUTIES:**

- Operating the General Store and welcoming visitors.
- Keep accurate records of purchases/sales at the store.
- Ensure the register is signed by visitors of the museum.
- Giving visitors tours of the Lost Villages grounds and buildings
- Complete minor maintenance activities such as cleaning and watering gardens at the Museum.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Director of Parks and Recreation or Lost Villages Historical Society designate.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Currently enrolled or recently graduated from a secondary or a post-secondary education program.
- Ability to communicate effectively both verbally and in writing.
- Organizational and time management skills.
- Interpersonal and customer service skills.
- Work independently and be able to work in a team environment.
- Reliable transportation.

## **APPLICATION PROCESS:**

Please submit your cover letter/resume on our website at [southstormont.ca/careers](http://southstormont.ca/careers).

The Township of South Stormont thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township of South Stormont is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.