

Job Description: Summer Student Tour Guide 2019

Responsible to: The Wardens and Rector of St. Peter's Anglican Church Tyrconnell

Hours of Work: Tuesday to Saturday from 9 a.m. to 5 p.m.

- All duties are to be performed in keeping with the policies of the Incorporated Synod of the Diocese of Huron and the Parish Council of St. Peter's Anglican Church Tyrconnell.
- Conduct tours, assist in genealogy searches and communicate the history of the Church and Cemetery to visitors in a pleasant, welcoming manner keeping in mind that you represent St. Peter's to the public.
- Staff weddings and special events as directed.
- Maintain a daily log of visitor attendance, weather conditions, problems and record duties performed that day.
- Place all donations received in a sealed envelope, sign same and place in credence drawer.
- Vacuum and dust Church including altar area weekly.
- Weed and water plants and garden as needed.
- Report all safety concerns, needed repairs, cleaning supplies required or visitor problems to the Wardens and Rector immediately.
- Breaks are to be 15 minutes in the morning and afternoon with a 30 minute break for lunch.
- All absences due to illness, appointments or other requirements from scheduled work hours are to be reported to the Warden's and Rector as soon as possible in advance of the shift in order to arrange appropriate staff coverage.
- Smoking is not permitted on Church or Cemetery property.
- Dress is casual work attire, Bermuda length shorts or long pants and closed toed running shoes are to be worn at all times. Cut-off jeans, short skirts, halter-tops, necklaces, sandals or bathing suits are not to be worn as acceptable work attire, Staff will be sent home to change if the dress code is not adhered to.
- No personal visitors are to be present during working hours except on scheduled breaks.
- Personal cell phones are only to be used on scheduled breaks or in case of emergencies. Cell phones may or may not work at all due to the location.
- Visitors to the site are the priority.
- The Church and Cemetery are not to be left unattended during work hours without the permission of the Warden's or Rector.

Job Description: Summer Student Tour Guide 2019
Responsible to: The Wardens and Rector of St. Peter's Anglican Church Tyrconnell
Hours of Work: Tuesday to Saturday from 9 a.m. to 5 p.m.

Location: Tyrconnell Ontario south of Wallacetown and Dutton

Job Description: Conduct tours of historic St. Peter's Church and Cemetery
Light cleaning of building
Light garden maintenance
Daily record keeping
Assist with booked Church functions such as weddings and special events

Job Qualifications: Suitable for College/University Students
Special interest in history, education, tourism, environmental, landscape, architectural studies
Interest in historical preservation
Public speaking skills an asset
Self-starter with demonstrated leadership skills

Salary: \$14.00 per hour

Hours: 40 hrs/week Tuesday to Saturday 9 a.m. to 5 p.m. beginning July 8th last day August 30th 2019

How to Apply: Email resume to gwells1@teksavvy.com or phone 519-615-6226

Please Note: Only those meeting the requirements will be considered