



## Township of South Stormont Employment Opportunity

**Position:** Historic Interpreter Student (3)  
**Department:** Parks and Recreation  
**Reporting To:** Parks and Recreation Coordinator  
**Work Hours:** 35+/- hours per week  
**Duration:** Up to 18 weeks, May 5, 2025, to August 29, 2025  
**Hourly Rate:** Currently under review.  
2024 hourly rate was \$17.40 - \$18.87 based on year of post-secondary study.

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The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

### **JOB SUMMARY:**

The Historic Site Coordinator(s) is responsible for opening, operating, and closing the Lost Villages Museum on a daily basis and assisting with Lost Villages Historical Society events and programs.

### **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.
- Cleaning of all Museum buildings, washrooms, and some artifacts.
- Minor maintenance activities such as watering gardens at the Museum.
- Assists with special events and museum programming.
- 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 Parks and Recreation Coordinator or Lost Villages Historical Society designate.

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

- Applicants must be a recent graduate or be currently enrolled for September 2025 at a recognized secondary or post-secondary institution.
- Verbal and written communication skills.
- Organizational and time management skills.
- Interpersonal and customer service skills.

- Work independently without direct supervision.
- Reliable transportation to and from work.

Qualified persons are invited to submit their resume and cover letter to Ms. Shelby Martel-Lavigne, HR Coordinator, through the online application process.

For more details and to apply online, please visit the Careers page of our website at [www.southstormont.ca/careers](http://www.southstormont.ca/careers).

## **Applications will be accepted until February 28, 2025.**

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at [jobs@southstormont.ca](mailto:jobs@southstormont.ca). Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.