



## Township of South Stormont Employment Opportunity

**Position:** Historic Interpreter Supervisor (Student) (1)  
**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. New position.  
2024 hourly rate for non-supervisor 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 Interpreter Supervisor is responsible for opening, operating, and closing the Lost Villages Museum. The Historic Interpreter Supervisor is responsible for leading the day to day work of the Historic Interpreter team and is the primary point of contact for communications with the Parks and Recreation Coordinator and the Lost Villages Historical Society (LVHS) designate.

### **PRIMARY DUTIES:**

#### *Historical Interpreter Tasks:*

- Operate the General Store and welcome visitors;
- Keep accurate records of purchases/sales at the store;
- Ensure the museum register is signed by visitors of the museum;
- Provide visitors with tours of the Lost Villages grounds and buildings;
- Clean all Museum buildings, washrooms, and artifacts according to schedule and as required;
- Conduct minor maintenance activities such as watering gardens at the Museum;
- Assist with special events and museum programming;
- Adhere to high standards of the Township's Employee Code of Conduct and demonstrate an understanding that their personal actions impact the public's perception of the Municipality; and
- Perform other duties as assigned by the Parks and Recreation Coordinator or Lost Villages Historical Society designate.

#### *Additional Responsibilities for Supervisor:*

- Oversee completion of daily worklists and additional tasks assigned to team;

- Communicate resource, supply, and support needs to Parks and Recreation Coordinator and:
- Assist LVHS designate with and/or complete supply delivery for the store;

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Applicants must be a recent graduate or be currently enrolled for September 2025 at a recognized post-secondary institution.
- Pursuing education or past work experience related to History, Heritage, Culture, Archive Management, Museum Studies, or Curatorial Studies is considered an asset;
- Leadership skills and aptitude to build relationships with peers;
- Ability to work independently;
- Excellent Verbal and written communication skills;
- Demonstrated organizational and time management skills;
- Interpersonal and customer service skills;
- Reliable transportation to and from work as well as the potential use of personal vehicle during work hours. Mileage will be paid in these instances.

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.