



JOB DESCRIPTION

Job Title: Carman House Interpreter (Student)	Last Revision Date: Dec 2022
Reports to: Director of Parks, Recreation and Facilities	Approved by: Council
Wage Level: \$15.50/hr	Effective Date: June 2023 – September 2023

Job Summary: The Carman House Interpreter position will work out of the Carman House Museum in Iroquois. Interpreters will be responsible for providing tours to tourists and visitors. Additionally responsible for museum grounds upkeep. The Interpreter will work with Municipal Staff and the Carman House Committee to ensure that the museum provides a unique opportunity for visitors to learn about the history of the Carman Family and South Dundas.

Duties & Responsibilities:

- Greet visitors and provide guided tours around the house and grounds
- Interpreters may be expected to dress in period wears during their duties
- Assists in cleaning the Carman and related facilities
- Assist in maintenance and gardening tasks at the facility
- Ability to interact effectively and courteously with all levels of staff and public service in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers
- Perform all other duties as assigned
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*

Skills & Knowledge:

- The ability to work independently and in a team environment.
- Must demonstrate the ability to work without supervision.
- Must be observant and attentive to detail.
- Must be courteous and tactful in dealing with staff and the public.
- Must have excellent public relations and communication skills.



Education & Experience:

- Must be currently enrolled in full-time studies and returning to full-time studies in the following school term
- Strong local knowledge
- Currently enrolled or interested in pursuing a formal education in history
- A valid Class "G2" driver's license would be considered an asset

Work Environment:

The positions hours will vary between Monday and Sunday depending on the Museum Operations. Must be physically fit to perform the essential duties of the job.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.