



## **Post-Secondary Summer Student Instructions**

### **Are you Eligible to Apply:**

In order to be eligible, you must meet the following conditions:

1. You attended an accredited post secondary institution (e.g. College, University, Trades School) for the full year (September 2021 to April 2022, or Fall 2021 to Spring 2022).
2. You are returning to full time studies in the Fall of 2022 immediately following your summer employment. **Note:** It is acceptable if you are continuing on in a different program (e.g. you have completed one program and are pursuing another one, or you are changing programs).
3. You must not be in high school. High School students are not eligible for these positions. However, if you are in high school, you may apply on other job postings that we have available, there are lots of other jobs in our organization for which high school students may apply.

Each application must include a fully completed Application for Seasonal Student Employment, Resume, covering letter, and information from the post secondary institution(s) you are attending to confirm your enrollment in a full time program for the 2021-2022, and the 2022-2023 school years. **IMPORTANT: If you don't have all of this information, we may not consider your application.**

Application forms are available at the Town of Fort Frances Employment Opportunities website.

**The application form contains important instructions – follow them closely! This application is only for the jobs listed. If you wish to apply for another job, you will be required to fill out an application form.**

We prefer applications by email to our Human Resources Department at [jobs@fortfrances.ca](mailto:jobs@fortfrances.ca). Please include all digital files. We prefer PDF files, but Word is also acceptable.

If you aren't able to send an email application, we also accept them by fax (807) 274-8479.

**We only contact those candidates who are selected for an interview.**

# **Community Services Division**

## **Student Museum Attendant**

**Hourly Rate:** \$18.04 per hour  
**Hours of Work:** Variable - based on operational needs

Under the direction of the Curator, the incumbent is responsible for assisting in the day-to-day operations of the museum. Responsibilities include opening and closing procedures, admission sales, gift shop sales, social media posts, answering visitor inquiries, educational programming and tours, interpreting exhibits and heritage sites, cataloguing, and other duties as assigned.

## **Student Tour Guide**

**Hourly Rate:** \$18.04 per hour  
**Hours of Work:** Variable - based on operational needs

The incumbent is responsible for providing indoor guided tours of our permanent galleries and temporary exhibits, as well as outdoor guided walking tours along the waterfront. This position reports to the Curator, and duties include learning tour material, researching and preparing additional tour materials, and safely leading a variety of groups on tours. This position will also assist with the creation and delivery of the museums other public programming, activities in the Rainy Lake Square, as well as assisting in the day-to-day operations of the museum.

## **Student Educational Programmer**

**Hourly Rate:** \$18.04 per hour  
**Hours of Work:** Variable - based on operational needs

This position is responsible for implementing and coordinating public programs and activities at the Museum, as well as providing assistance for activities in the Rainy Lake Square, and in the day-to-day operations of the museum. Specific duties include researching and preparing educational materials and activities for communication to external audiences, including school groups, day camps, and through public programs such as square days. Programming will range from demonstrations, hands-on activities, object/artifact handling, to leading summer day camps.

## **Student Events & Activities Coordinator**

**Hourly Rate:** \$18.04 per hour  
**Hours of Work:** Variable - based on operational needs

Reporting to the Curator, this position is responsible for assisting with the implementation and coordination of events and activities taking place at the Rainy Lake Square. Duties include assisting with the coordination of the weekly vendor market, organizing the Rainy Lake Performer Series, taking public and private bookings for the Square, creating social media posts, and conducting all relevant administrative tasks. This position will also assist with the creation and delivery of the museums public programming and will assist in the day-to-day operations of the museum.



### **Application for Seasonal Student Employment – Community Services**

Your application must be arranged in the order of: Application Form, Cover Letter, Resume, and References (if applicable), followed by your Proof of Eligibility. You can demonstrate your eligibility with any document which proves you were registered for post-secondary studies from September 2022 – April 2023. Do not submit duplicate applications (e.g.: fax & email). Please be advised due to privacy requirements, we are unable to discuss the details of an application with persons other than the applicant.

<u>First Name</u>	<u>Last Name</u>	<u>Educational Institution &amp; Field of Study</u>
<u>Mailing address</u>	<u>Town/City</u>	<u>Postal Code</u>
<u>Email Address</u>	<u>Cell Phone</u>	<u>Other Contact Information</u>
<u>Earliest Available Start Date</u>	<u>Latest Available End Date</u>	<u>List all dates which you may be unavailable to work:</u>
<p style="text-align: center;"><b><u>Positions for which you are applying:</u></b></p> <p><input type="checkbox"/> Student Museum Attendant</p> <p><input type="checkbox"/> Student Tour Guide</p> <p><input type="checkbox"/> Student Educational Programmer</p> <p><input type="checkbox"/> Student Events &amp; Activities Coordinator</p>	<p style="text-align: center;"><b><u>Order of preference for positions applied for:</u></b></p> <p><input type="checkbox"/> Student Museum Attendant</p> <p><input type="checkbox"/> Student Tour Guide</p> <p><input type="checkbox"/> Student Educational Programmer</p> <p><input type="checkbox"/> Student Events &amp; Activities Coordinator</p>	<p style="text-align: center;"><b><u>Driver's License Information</u></b></p> <p>Class of license:</p> <p>Province of issue:</p> <p>Date of Expiry:</p> <p>Restrictions:</p>
<p><b>I am legally eligible to work in Canada:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		<p><b>I have been previously employed by the Town of Fort Frances:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>I am aware of the job requirements of each position for which I have applied:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		<p><b>I am physically capable of performing the core duties of each position for which I have applied:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>I completed two (2) consecutive semesters of post-secondary studies beginning in September of 2021:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		<p><b>I intend to register for two (2) consecutive semesters of post-secondary studies beginning in September of 2022:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

By submitting this application, all applicants declare that the information provided above is true and correct. Willful dishonesty on the part of the applicant shall result in the refusal of this application, and if discovered later, may lead to the termination of employment, and refusal of future employment reference requests.

Return this completed application by e-mail to our Human Resources Department, Town of Fort Frances at [jobs@fortfrances.ca](mailto:jobs@fortfrances.ca).