

**Job Title:** SHUTTLE BUS DRIVER - *Visitor Services*  
**Location:** Head-Smashed-In Buffalo Jump World Heritage Site  
**Employer:** Pincher Creek & District Historical Society  
**Salary:** \$15.00 - \$18.00/hr  
**Hours:** 8+ hours/day; 3 on 3 off schedule; work most weekends  
**Term:** Mid May to Mid September (4 Months)  
**Deadline:** March 29, 2019

#### **About Head-Smashed-In Buffalo Jump**

Head-Smashed-In Buffalo Jump, a UNESCO World Heritage Site, and a Government of Alberta Historic Site and Interpretive Centre that strives to provide all visitors with an unforgettable and educational experience. We provide accurate knowledge on a variety of topics and subjects focusing on the buffalo culture of plains peoples and the archaeology of the site.

#### **Position Summary**

You will help create a unique experience, as our first point of contact, for visitors from around the world. Under the guidance of the Visitor Services Coordinator you will safely and courteously transport visitors between the parking lots of Head-Smashed-In Buffalo Jump and run our Staff Shuttle Service from Fort Macleod. You will provide accurate information about the site, its programs and history as outlined by management. You may also be required to provide general tourist information including information about nearby attractions, towns, accommodations, highway and directional information requires by visitors. You will be responsible for ensuring the Shuttle Bus is clean, filled with gas and serviced as required.

Our ideal candidate must be able to work under pressure of high visitor volume and schedules with little direct supervision while providing excellent customer service to visitors of Head-Smashed-In Buffalo Jump World Heritage Site. Strong verbal communication skills are necessary.

#### **Qualifications:**

- High School Diploma or Equivalent
- Must possess a Valid Class 4 Alberta Driver's License
- Current clear RCMP/Police Criminal Record Check. These checks are conducted at your local Police Station in the municipality where you reside. This completed document must be submitted with application for employment, and further the original document must be given to Employer prior to commencement of duties.
- Possess current clean Drivers Abstract, which must be given to Visitor Services Coordinator prior to commencement of duties
- Must have professional attitude and show willingness to learn.
- Must have ability and willing to perform some physical work including heavy lifting.
- Able to work with limited supervision, willing to learn and accept new ideas and demonstrate initiative
- Basic knowledge of buffalo culture of plains peoples as is relates to the sites archaeology and history is an asset.

#### **Performance Standards**

Shuttle Bus Drivers evaluated on their quality of their interactions with visitors, the safety and professionalism of their driving and the condition in which they keep the bus. Also evaluated on thoroughness in performing duties, attitude, punctuality, dependability, ability to operate as a team player, initiative, mature judgment, relationships with coworkers, management and visitors, flexibility and willingness to learn.

#### **Reporting Relationships**

As designated by the Pincher Creek and District Historical Society, Shuttle Bus Drivers will deliver services and meet performance standards under the guidance of the Visitor Services Coordinator. All employment issues dealt with employer, the President of Pincher Creek and District Historical Society.

**Other Notes**

This is a temporary wage position for 4 months; **Mid May thru Mid September 2019**. Interviews conducted in early April.

**How to Apply**

Applications must include Cover Letter, indicating position applied for, Current Resume, **Current “Clean” RCMP/Criminal Record Check, including Vulnerable Sector Check, Current Driver’s Abstract**, and three (3) Work References which includes “their current” contact information.

Send **Complete Package** to Attention Colleen at [mail.kbpv@gmail.com](mailto:mail.kbpv@gmail.com) or Fax 403-627-5850

Application Deadline March 29, 2019 4:00pm

*We thank all applicants for their interest. All applications will be reviewed to determine which candidates best meet the needs of available positions. Only individuals selected for interviews will be contacted.*