

**Job Title:** CASHIERS - *Visitor Services*  
**Location:** Head-Smashed-In Buffalo Jump World Heritage Site  
**Employer:** Pincher Creek & District Historical Society  
**Salary:** \$15.00 - \$18.00/ hour  
**Hours:** 36-40 hours/week; rotating schedule; work most weekends  
**Term:** April 29<sup>th</sup> – September 2<sup>nd</sup>, 2019 (4 Months)

#### **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 acting as one of the first points of contact with visitors from around the world. Under the direction of the Visitor Services Co-ordinator you will work in a number of visitor services areas at Head-Smashed-In including Admissions Kiosk, Information Desk, Gift Store, and may assist with Special Events. You will greet visitors, take admission fees, group tour and education program monies, record statistics, operate the cash register, POS machine and account for income on a daily basis. Cashiers must be comfortable in handling money accurately and be able to balance receipts daily. You will provide accurate information about Head-Smashed-In Buffalo Jump World Heritage Site as requested by visitors. Strong verbal communication skills are necessary. You may be asked to assist with other duties by requested by on-site supervisor. Our goal is to provide outstanding high quality customer service to all visitors to Head-Smashed-In Buffalo Jump World Heritage Site. Our ideal candidate must be able to work under pressure of visitor volume and schedules with little direct supervision to provide excellent customer service to visitors of Head-Smashed-In Buffalo Jump World Heritage Site.

#### **Qualifications**

- High School Diploma or Equivalent
- Possess a valid Alberta Driver's License and/or reliable transportation to and from work site or Fort Macleod meeting location, for free daily shuttle service (for staff only)
- 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.
- Must have professional attitude and show willingness to learn.
- Demonstrated ability to exercise accuracy and attention to detail while operating tills and cash
- Must be willing and able to undertake some physical work and lifting.
- Able to work with limited supervision, willing to learn and accept new ideas and demonstrate initiative.
- Cashier, retail, and customer service experience an asset.
- Basic knowledge of buffalo culture of plains peoples as is relates to the sites archaeology and history is an asset.

#### **Performance Standards**

Visitor Services Staff are evaluated on their accuracy in handling admissions and special pass/promotions income, their thoroughness in performing their duties, attitude, punctuality, dependability, ability to work as part of a team, initiative, mature judgment, professional relationships with coworkers, management of visitors, flexibility and willingness to learn.

#### **Reporting Relationships**

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

**Other Notes**

This is a temporary wage position for 4 months; **April 29th – September 2<sup>nd</sup>, 2019**. Interviews scheduled for 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**, 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.*