

Job Title: Visitor Services Attendants - CASHIERS
Location: Head-Smashed-In Buffalo Jump World Heritage Site
Employer: Pincher Creek & District Historical Society
Salary: \$15.50 - \$18.00/ hour
Hours: 35 Hours Per Week; rotating schedule; work most weekends
Term: May 1, 2022 – September 5, 2022
Closing: April 11th , 2022 4:00pm; Application MUST be received by PCDHS

About Head-Smashed-In Buffalo Jump:

Head-Smashed-In Buffalo Jump World Heritage Site, is 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 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, Information and Gift Store. You will greet visitors, take admission fees, 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, as requested by the 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 the pressure of visitor demands to provide excellent customer service.

Qualifications:

- High School Diploma or Equivalent
- Possess a valid Alberta Driver's License and/or reliable transportation to and from work site
- 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 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 minor 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.

Other Notes:

This is a temporary wage position; **May1, 2022 thru September 5, 2022.**

Complete Application Package as requested **MUST** be received by **April 11, 2022 4:00pm.**

Interviews scheduled mid April.

How to Apply:

Attention: **Colleen Cyr, Pincher Creek & District Historical Society**
Email: **mail.kbpv@gmail.com**
Fax: **403-627-5850**
In person: **1037 Bev McLachlin Drive, Pincher Creek**

Application MUST INCLUDE up-to-date résumé with cover letter; current clear RCMP/Police Criminal Record Check including Vulnerable Sector Check; three current Work References including their current contact information.

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.