



Central Manitoulin Discovery Centre Host Job Description Summer 2025

Job Title: Discovery Centre Host
Duration: 10 Weeks – Temporary – Full Time
Start Date: June 30th, 2025
Finish Date: August 29th, 2025
Location: Providence Bay, ON
Wage: \$18.20

Job Description

Under the direct supervision of the CAO/Clerk or their designate, and under the mentorship of the Discovery Centre Board, the Discover Centre Host, in collaboration with two other Discovery Centre Hosts, will be responsible for developing, coordinating and rotating nature and heritage displays. They will catalogue, preserve and secure materials as well as meet, greet and converse with visitors and tourists. They will maintain and conduct tours on environmental, recreational, historical and interpretive trails throughout the village and develop, maintain and nurture live plants, animals and fish displays and ensure that they have a clean and safe environment. The host will also maintain the Discovery Centre facility and the surrounding areas. The purpose of this position is also to provide quality work experience and provide an opportunity for students to develop and improve their employment skills.

Key Responsibilities

1. Develop, organize and rotate new and existing historical displays and exhibitions.
2. Use digital skills to monitor and update an inventory of the items in displays and set-up files accordingly.
3. Interact with visitors and tourists by describing points of interest and providing historical and cultural facts related to the village.
4. Conduct tours of local historical, environmental and recreational trails throughout the village.

5. Organize weekly programming and events showcasing the surrounding environment, local history and culture.
6. Maintain a clean interior of the facility, the displays and the surrounding dune areas.
7. Maintain a positive, professional and welcoming work environment and work co-operatively towards the safety and well-being of the facility, the displays and its visitors.
8. Schedule meetings and video presentations in coordination with committee members for mentorship.
9. Submit weekly time sheets to the Municipal Office within deadlines.

Job Requirements:

1. Eligible students must be planning to return to school full time in the fall.
2. Be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment.
3. Have experience or interest in working with the public and nature.
4. Willingness to learn.

Reporting Relationship:

The Discovery Centre Host shall be under the direct supervision of the CAO/Clerk or their designate, and under the mentorship of the Discovery Centre Board, and is expected to take direction from, and report to the individuals indicated.

Intake will remain open until positions are filled.

Please direct all inquiries, request for job descriptions and applications to:

Alison Sloss
Event Coordinator
Municipality of Central Manitoulin
Phone: 705-377-5726
Email: asloss@centralmanitoulin.ca
www.centralmanitoulin.ca/careers