



**MUNICIPALITY OF CENTRAL MANITOULIN
DISCOVERY CENTRE EMPLOYEE
JOB DESCRIPTIONS
2024**

1. POSITION TITLE

Discovery Centre Host

2. POSITION TERM

10-week term.

Note the 10-week term will start 2 weeks, potentially before any other students and requires the employee to work alone preparing exhibits, develop special activities, calendar of events, updating tourism information, cleaning and other duties at the Discovery Centre prior to the centre opening to the public.

3. WORK SCHEDULE

To be determined

4. QUALIFICATIONS

- i) Preferred College or University students/Gr. 12 Secondary School
- ii) Demonstrated interest in the Environment, History, Geology, or Biology.
- iii) Research skills
- iv) Self-motivation.

5. SUPERVISION AND DIRECTION

Employees of the Discovery Centre shall be under the direct supervision of the CAO/Clerk or her designate, shall be responsible to the Chairman of personnel of the Discovery Centre Board and shall be expected to take directions from and to report to those persons.

It must be understood by the employees that all members of the Discovery Centre Board have specialized interest in the events, displays and programs and will from time to time make suggestions and comments that the employees will be expected to accept and implement, if possible.

6. DESCRIPTION OF WORK, DUTIES AND RESPONSIBILITIES

Pre-Season

Training

Employees will be expected to attend all training sessions that are organized by the Board and Municipal staff. Some of these sessions may take place in off site and members of the Board and Municipal Staff will provide on-going training.

Preparation of the Facility

Clean the cabinets and in co-ordination with the Board members place the cabinets in the most convenient situations. Catalogue the keys for the cabinets and display units and store them in a secure location.

Preparation of work schedules

Obtain schedule of events that have been organized and prepare work schedules to ensure that sufficient staff is available to facilitate the events.

Preparation of Exhibits and Displays

With the chairperson of each sub-committee co-ordinate the events, exhibits and displays.

Specialized Environmental Presentations

Create projects, displays and demonstrations for presentation to Elementary school students, Secondary School Students and the General Public.

The projects, displays and demonstrations will include:

- Household composting
- Worm composting
- Organic Gardening
- Collect, research and identify plants, animals, birds and fish
- Conduct nature walks along board walk and lake shore
- Conduct demonstrations and displays on the 3 R's and other waste reduction
- Create displays and demonstrations on the use of environmentally friendly and nontoxic household cleaners - e.g. baking soda, vinegar and ammonia
- Conduct public presentations to children and youth groups with written materials
- Organize displays from other organizations such as Science North, Federation of Ontario Naturalists, Flying Jewels, etc.

Open Season

General Duties

- Develop, Co-ordinate and rotate displays
- Catalogue, preserve and secure loaned materials
- Meet, greet and converse with visitors
- Maintain facility and surrounding dune areas in an environmentally acceptable condition, including the watering and weeding of the flowers in front of the building

and the herb garden also.

- Develop, maintain and conduct tours on environmental, recreational, historical and interpretive trails throughout the village
- Develop, maintain and nurture live plants, animals and fish displays and ensure that they have a clean and safe environment.
- Schedule video presentations in co-ordination with the committee members.

Daily Duties

- Keep the glass and interior of the cabinets clean at all times.
- Keep fresh water in the aquariums and keep the glass in the terrariums and aquariums clean at all times.
- Keep the windows clean in the interpretive centre area of the building.
- Keep the rug-covered area of the centre vacuumed daily and the bare floor must be swept regularly during the day. Discretion will be used to ensure that visitors are not interrupted or interfered with in any way while these jobs are being done.
- Keep the cabinets and display cases locked and secure at all times.
- Open and lock up the interpretive centre area of the building.
- Check to see that paper towels and toilet paper are available to the public washrooms.
- Ensure that the rules and regulations of the committee are enforced.

NOTE:

- Employees will do an inventory of the items in each display cabinet and will set up a file accordingly.
- It is important that you perform in the manner of a host/hostess and that your visitors are treated like guests.
- Employees must be considerate of each other and housekeeping duties must not be left undone at the end of the day, particularly if a co-worker is coming on duty the next day.

Eligible students must be planning to return to school full time in the fall, be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment. Intake will remain open until positions are filled.

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

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