



**Central Manitoulin  
Welcome Centre and Pioneer Museum Host  
Job Description  
Summer 2025**

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Job Title: Welcome Centre Host  
Duration: 8 Weeks – Temporary – Full Time  
Start Date: June 30<sup>th</sup>, 2025  
Finish Date: August 29<sup>th</sup>, 2025  
Location: Mindemoya, ON  
Wage: \$17.50

**Job Description**

Under the direct supervision of the CAO/Clerk or their designate and the mentorship of the Historical Society Board Members, the Welcome Centre Host will be responsible for developing, coordinating and rotating heritage displays. They will assist with cataloguing, preserving and securing loaned materials as well as meet, greet and converse with visitors and tourists. They will maintain and conduct tours on environmental, historical, and interpretive trails throughout the heritage village and will be responsible for providing tourism information on local businesses, attractions, and resources to visitors. The assistant museum curator will also maintain the Welcome 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. Greeting visitors as they enter the Welcome Centre and answering any inquiries they may have whether related to tourism or the museum. This includes giving recommendations and directions to local attractions and businesses. Knowledge of the Central Manitoulin area is an asset, though tourism information will be provided.
2. Acting as a tour guide to small groups of visitors. Successful applicants will be

given a tour script of the outdoor historical buildings. Using this script, you will provide historical interpretation to visitors of all ages. The applicant must be comfortable with public speaking.

3. Cataloguing, preserving and securing artefacts in the museum's collection. This includes monitoring and updating an inventory of items on display. Artefacts are cataloged and inventoried using the PastPerfect software program, knowledge of the software is an asset.
4. Process gift shop sales, write receipts and keep track of gift shop inventory.
5. Developing, coordinating and rotating museum displays. Development includes historical research and writing for the general public. Moderate lifting may be required.
6. Organize weekly programming and events showcasing the surrounding environment, local history and culture in collaboration with the municipality and the historical society. Assist with set up, facilitation and clean up.
7. Daily inspection of the grounds including the historical buildings and the walking paths. Weekly maintenance of the museum and buildings including sweeping, mopping and dusting. This also includes watering the flower beds and potted plants three times a week.
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 outdoors and with the public.
4. Good communication and computer skills and a willingness to learn will be considered an asset.

#### Reporting Relationship:

The Welcome Centre Host shall be under the direct supervision of the CAO/Clerk or their designate, and under the mentorship of the Historical Society 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](mailto:asloss@centralmanitoulin.ca)  
[www.centralmanitoulin.ca/careers](http://www.centralmanitoulin.ca/careers)