

INFORMATION OFFICER

Job Type: Full-time Summer Position

Term: May 1st to Aug 31st, 2023

Wage: Approx. \$19 - 21 per hour depending on experience and qualifications.

Job Description:

Do you love working with people? We are seeking a friendly, outgoing individual to help us with visitor information services at the Boreal Centre for Bird Conservation; an education and research centre at Lesser Slave Lake. Working in a dynamic team environment, you will be responsible for greeting the many visitors to the centre, gift shop operations, program promotion, as well as helping out with education and research programs as required. If you enjoy meeting new people and would like to gain valuable work experience in everything from customer service, education program delivery to hands-on field work, this is a great job for you. For more information on the Lesser Slave Lake Bird Observatory and the Boreal Centre for Bird Conservation, check out www.lslbo.org , www.borealbirdcentre.ca or our Facebook pages!

This position will be an employee of the Lesser Slave Lake Bird Observatory and based at the Boreal Centre for Bird Conservation in Lesser Slave Lake Provincial Park, Slave Lake AB. Affordable on-site rental accommodation is available for \$294/month at the Boreal Centre for Bird Conservation.

Required Qualifications:

- ✓ Minimum of 1 year of post-secondary education in a related field is preferred
- ✓ Valid Class 5 driver's license.
- ✓ Able to work some evenings and most weekends during peak summer period.
- ✓ Successful candidate will be required to provide the following documentation prior to commencement:
 - Standard First Aid and CPR Certificate
 - Criminal Record Check (including vulnerable sector)

Assets:

- ✓ Knowledge of tourist attractions in the Slave Lake Area.
- ✓ Retail experience, exceptional customer service.
- ✓ Knowledge of birds and plants of northern Alberta
- ✓ Enjoy meeting new people
- ✓ Strong written and verbal communication skills. Knowledge of Microsoft Office

For more info: call 780-848-8240 or info@borealbirdcentre.ca

To apply, please send your cover letter and resume to:

Lesser Slave Lake Bird Observatory
Box 1076
Slave Lake, AB T0G 2A0
Email: info@borealbirdcentre.ca

Deadline for applications is February 24, 2023