

## Job Description

**Title**            *Tour Guide*

**Reports To**    *Site Supervisor and Language Coordinator*

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### Job Summary

The Tour Guide will work at Xat'sūll Heritage Village with a team of Elders and Youth under the direction of the Site Supervisor and Language Coordinator.

### Duties and Responsibilities

- a. Actively engage in all duties at Xat'sūll Heritage Village
- b. Assist with opening and/ or closing of the site
- c. Sharing the rich History and Culture of Xat'sūll with Tourists from around the world
- d. Assist in managing day to day financial needs of the Heritage Village
  - i. Taking payments and producing receipts
- e. General site maintenance, which includes:
  - i. Having supplies in place
  - ii. Having fire wood and sweat wood on site
  - iii. Maintaining lawns (mowing and watering)
  - iv. Ensuring the high standards of clean washrooms and showers
  - v. Maintaining a well organized, clean and inviting office area
- f. Other related tasks

### Qualifications and Experience

- Previous experience preferred
- Job related training and certificates can be an asset

### Competencies:

The Tour Guide should demonstrate competence in some or all of the following:

- Quality – sets and attains quality standards that meet or exceed requirements
- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships; presents oral and written information clearly

### Skills and Abilities:

- Exceptional communication skills
- Ability to work well with people
- Friendly and welcoming towards visitors
- Willingness to work with people of all ages and backgrounds
- Being open to and supportive of the thoughts, opinions and contributions of others in a group
- Enthusiasm
- Responsibility and good work ethic
- Organizational skills
- Patience

- Ability to work alone or in a group setting
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

### **Working Conditions**

- Temporary position, up to 7 hours per day, 28 hours per week
- Weekend and evening shifts required
- Hours of operation of Xat'sull Heritage Village are from 9am to 10pm. Depending on Tourist needs and bookings, the Tour Guide will work up to 7 hours per day and the schedules will be developed on a bi-weekly basis, to ensure coverage at the Xat'sull Heritage Village
- Outdoor environment with office components: services are provided to best accommodate visitors and exceed their expectations
- Some travel required
- Receives moderate supervision with less frequent direction and review of the work performed

### **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check
- May be required to obtain and maintain a valid BC Driver's Licence

### **Term of Employment**

This is a temporary position, from May 15 to October 20 2017, unless otherwise negotiated in writing with the Band Administrator.

Please submit your application to:

Miriam Schilling, Community Economic Development Coordinator  
Soda Creek Indian Band  
3405 Mountain House Road Williams Lake, BC V2G 5L5  
(250) 989-2323 ext 132 FAX (250) 989-2300 m.schilling@xatsull.com

**Application Deadline:** April 28, 2017. 4:00 PM

**Applications will be accepted by email, hand delivery, fax, or by post.**