



Job Title	London Farm (Richmond) Lead Site Organizer & Work Hand
Schedule	11 weeks Approximate start date June 5, 2023 Hours of Work: 35hrs/week Flexible schedule includes weekend day/s
Job Status & Wage	Canada Summer Jobs Grant Position Summer Leader III Wage \$21.79/hour

POSITION OVERVIEW

The London Heritage Farm Society is looking for an enthusiastic, self-motivated individual whose primary role will be the leading the organization of indoor and outdoor spaces around the site, including organizing spaces inside heritage buildings, manual labour such as gardening and fruit picking. In addition, you may be involved and assist in the organization, preparation, set up and support of various smaller special events. You will enjoy working with the public indoors in a heritage gift shop setting and will also ensure customer satisfaction by interacting with the public in heritage settings and providing information and assistance when required. You will have the physical capacity, knowledge, and experience to tend garden beds and organize storage spaces as needed.

Examples of key work activities include:

- Maintaining and up-keep of gardens and ground; this includes weeding, deadheading, fruit picking, and monitoring bees and chicken coop.

Site Organization and Gift Shop:

- Organize storage spaces inside various heritage buildings.
- Provide customer service and sales in the London Farmhouse gift shop.
- Organizing and supervise volunteers as required.
- Providing heritage information, tours and customer service to members of the public as required.
- Ensuring public safety at all times.
- Other duties as required including further manual labour and assisting with special events.

EDUCATION AND EXPERIENCE

Completion of Grade 12 or equivalent supplemented with a background in sales, and gardening or farming or equivalent combination of experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess an outgoing and friendly personality and be willing to engage with public.
- Experience with gardening or farming.
- Knowledge of retail sales.
- Ability to understand and carry out oral and written instructions.

- Interest in, and knowledge, of local history, gardening and local agriculture.
- Ability to effectively prioritize workflow, multitask, and demonstrate organizational ability.
- Ability to work well under pressure and deal with stressful situations with professionalism.
- Strong problem solving and communication skills including ability to make decisions independently.
- Ability to courteously and effectively deal with the public in providing information and assistance.
- Ability to work both independently and interdependently while exercising sound judgement and initiative.
- Ability to successfully clear a Police Information Check.
- Capacity to do manual labour including weeding and fruit picking for hours at a time.
- Experience supervising people is an asset.
- Ability to speak a second language and postsecondary education is an asset.

APPLY

Deadline for Application – **Noon, Friday, April 14th, 2023**

Please send a cover letter and resume to:
Lucy Higgs-Lockie, Heritage Programmer
City of Richmond, Museum & Heritage Services
lhiggs-lockie@richmond.ca
londonfarm@richmond.ca

No phone calls please. Only those selected for an interview will be contacted

**This position is dependent on funding by the Canada Summer Jobs program.
Before applying for this position, please make sure you meet the 2023 Canada Summer Jobs program
criteria for participation.**