

Tumbler Ridge Museum Foundation: Position Posting



Position Name: Tour Guide

Term: June 19th – August 25th, 2025
Dependent on funding approval.

Job Status: Summer Student (40 hours/week)
Successful applicants will be required to reside in Tumbler Ridge and be available for the entire term of the contract.

Remuneration: \$19.50/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 500 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumblerridgegeopark.ca.

Job Description:

The Tour Guide will report to the Programs & Events Coordinator. The primary role of the Tour Guide is to lead individuals or groups to the Cabin Pool/Flatbed Tracksite and through the museum gallery. The Tour Guide must have an interest in history, the outdoors, palaeontology, geology, or local biodiversity. Weekend work is a requirement for this position.

This is a Canada Summer Jobs position. Candidates must be:

- between 15 and 30 years of age at the start of employment,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection had been conferred under the *Immigration and Refugee Protection Act* for the duration of employment, and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

Responsibilities:

- Working directly with the public to deliver engaging natural and human history content.
- Delivering science-based education to small and large groups of people of all ages and backgrounds.
- Maintain tracksite cleanliness and accessibility.
- Show initiative through self-motivation and learning to enhance the tour experience.
- Explain hazards to guests and be diligent in providing a safe and enjoyable experience.
- Maintain an inventory of the tour pack and inform the Programs & Events Coordinator immediately of items that need replenishing.
- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist in maintaining tidiness and in cleaning activities of all public and non-public spaces.

- Assist the Programs & Events Coordinator in the development and delivery of additional activities as needed.
- Assist with visitor services and other museum-related duties as assigned by the Programs & Events Coordinator or Executive Director.

During downtime (between tours, inclement weather) the Tour Guide will have the opportunity to assist in other areas of the museum at the discretion of the Programs & Events Coordinator and the interests and experience of the guide.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Eligibility as a candidate under the Canada Summer Jobs Guidelines.
- Demonstrated knowledge or interest in a related field of study: palaeontology, geology, museum studies.
- Excellent interpersonal skills.
- Valid driver's license and clean abstract, must have own vehicle.
- Applicants must provide a criminal record and vulnerable sector check prior to employment.
- Outdoor work or recreational experience would be advantageous. First aid certification would be considered an asset.
- Natural curiosity and enthusiasm to share that curiosity.
- Excellent written and oral communication skills, particularly with regards to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels and explain concepts to a variety of audiences.

Please send your resume and cover letter to programs@trmf.ca with the title "TRMF – Tour Guide".

All employees are expected to be active participants in keeping the museum a clean and safe environment for all visitors and fellow staff.

The position is dependent on Canada Summer Jobs funding approval.

The Tumbler Ridge Museum recognizes that Canadian museums have a responsibility to support a society that respects diversity and fosters accessibility, respect, and inclusion. We encourage applications that support a diverse and multi-talented workforce. Only qualified applicants will be contacted.