

FRIENDS of the Park Prince Albert National Park



Position: Clerk

Start date – Summer Season

As early as Friday June 28th 2019 orientation for the work term of July 1st – August 31st and regular full time (could flex 4 day on 3 day off) \$13.50/ hour 280hrs/ FLEX contract

Friends of Prince Albert National Park is a non-profit organization dedicated to enhancing public awareness, appreciation, and enjoyment of the cultural and natural heritage of Prince Albert National Park in order to preserve and protect such heritage for future generations. Friends of the Park exhibits and cultural programming enhance the visitor experience and foster appreciation for park heritage.

About the Job: FOP Clerk

This position is for students age 15-30 to gain specific skills in the area of public relations and community engagement while working at the FRIENDS of the Park Bookstore in Waskesiu Lake, Prince Albert National Park. This opportunity includes professional development training, maintaining records of sales at the bookstore, assisting public, providing a friendly inclusive and educational experience through events and marketing events through the bookstore. The Clerk will receive direction from the board and conduct themselves in alignment with the standards of Prince Albert National Park – Parks Canada.

This position is for individuals who have completed school this term and be returning to school in the fall 2019. Promoting the FOP events and selling tickets through the bookstore will be a part of the regular duties as well as assisting with the media communication of events being planned with the FOP Board of Directors.

Description: Assist with FOP Bookstore operations, daily sales, and record keeping. Skills development, community engagement opportunities, professional development and building positive connections with Indigenous relevance to FRIENDS of Prince Albert National Park. There will be events planned by the Social Engagement Coordinator that the Clerk will assist with. The Clerk will also be primary to promoting, collecting and maintaining FOP Memberships. Upon completion the candidate will receive a:

- *Certificate of Recognition from the FRIENDS of the Prince Albert National Park (non-profit charity organization), and*
- *A letter of reference/commendation for their work in the Canada Summer Jobs program.***

Please email you application to:

Ernie Scoles scoles@sasktel.net
Jannica Hoskins jannica.hoskins@gmail.com

Thank you for your interest!

FRIENDS of the Park Prince Albert National Park



Position: Social Engagement Coordinator

Start date – Summer Season

As early as Friday June 28th 2019 orientation for the work term of July 1st – August 31st and regular full time (could flex 4 day on 3 day off) \$13.50/ hour 280hrs/ FLEX contract

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About the Job: FOP Clerk

This position is for students age 15-30 to gain specific skills in the area of public relations and community engagement while working at the FRIENDS of the Park Bookstore in Waskesiu Lake, Prince Albert National Park. This opportunity includes professional development training, maintaining records of sales at the bookstore, assisting public, providing a friendly inclusive and educational experience through events and marketing events through the bookstore. The Social Engagement Coordinator will receive direction from the board and conduct themselves in alignment with the standards of Prince Albert National Park – Parks Canada.

This position is for individuals who have completed school this term and be returning to school in the fall 2019. Promoting the FOP events and selling tickets through the bookstore will be a part of the regular duties as well as assisting with the media communication of events being planned with the FOP Board of Directors.

Description: Assist with FOP Bookstore operations, daily sales, and record keeping. Skills development, community engagement opportunities, professional development and building positive connections with Indigenous relevance to FRIENDS of Prince Albert National Park. There will be events planned by the Bookstore Manager and the Clerk will assist with ticket sales from the bookstore. The Social Engagement Coordinator will also be primary to promoting, collecting and maintaining FOP Memberships. Upon completion the candidate will receive a:

- *Certificate of Recognition from the FRIENDS of the Prince Albert National Park (non-profit charity organization), and*
- *A letter of reference/commendation for their work in the Canada Summer Jobs program.***

Please email you application to:

Ernie Scoles scoles@sasktel.net
Jannica Hoskins jannica.hoskins@gmail.com

Thank you for your interest!