

**Student jobs**  
**Visitor services and site maintenance attendant**  
**2025**

**Pointe-au-Père Lighthouse National Historic Site of Canada**  
**Pointe-au-Père Lighthouse National Historic Site of Canada - Parks Canada**  
**Rimouski**

**Intention of the process**

The intention of this process is to hire two students for the summer of 2025. We will contact only those students who have clearly demonstrated in their Cover Letter and Resume their the level of education and experience required for this position.

**Positions to be filled: 2**

**Duties**

Shift schedule rotation :

**Reception Role -**

- Greet, direct and answer questions from visitors in the main exhibition hall
- Verify admission
- Promote the various Parks Canada sites
- Make sales in the Store and perform related administrative tasks

**Maintenance Role-**

- Maintain the grounds and various buildings at the lighthouse station (e.g., garbage collection, sweeping, cleaning floors and bathrooms, dusting, etc.).
- Ensure that visitor and employee facilities are clean and safe.
- Rake and mow lawns
- Assist other employees with related tasks

**Work environment**

Parks Canada Agency - this federal agency is responsible for protecting and presenting Canada's outstanding natural and cultural resources by administering a system of national parks, national marine conservation areas and national historic sites in every region of the country. Located in Rimouski, the

Pointe-au-Père Lighthouse National Historic Site was one of the most important navigational aid stations in Canada. Today, it provides a better understanding of the complexity of the river and the role played by its lighthouse, one of the highest in the country.

## Information you need to provide:

### Your Resume

**A cover letter of 500 words (maximum).** Applicants must clearly demonstrate in their cover letter that they meet the education and experience criteria listed in the Statement of Qualifications (see below).

**Contact information for 2 references.**

**Persons are eligible for student employment with Parks provided they are:**

- ✓ registered as a full-time or part-time secondary or post-secondary student in an accredited academic program; or
- ✓ participating in adult education and retraining programs at the secondary level, operated under the authority of an accredited academic institution.

### Statement of qualifications

**If you meet any of the following qualifications, your cover letter must clearly describe how you meet them (other qualifications)**

#### **Experience:**

- Experience in housekeeping.
- Experience working with the public (reception, information, customer service, etc.).

## The following statements will be used / evaluated at a later date (essential for the job)

**Language requirements:** French essential, English operational or Bilingual.

#### **Knowledge:**

- Knowledge of the topics covered at the Pointe-au-Père Lighthouse National Historic Site
- Knowledge of workplace safety measures

#### **Abilities :**

- Ability to inform and orient visitors
- Ability to communicate effectively
- Ability to organize workload

- Ability to use various maintenance tools and products (e.g. lawnmower, vacuum cleaner, rake, etc.)

**Personal suitability:**

- Concern for a job well done
- Use good judgment

**The following statements could be used /  
evaluated at a later date (may be required for  
employment)**

- Wear Parks Canada uniform
- Availability to work days, evenings, weekends or holidays
- Available full-time 40h/week from late May to mid-August, then part-time 16h/week until mid-October.

**Conditions of employment**

Security clearance - Reliability status

**Tips for applicants**

- Please provide complete and detailed information about your education and experience.
- Do not assume that the pre-selection board members already knows your background, qualifications or professional experience. You must be specific and provide concrete examples or details for each experience criterion, as the pre-selection will be based on the information in your application.

**We thank all applicants in advance, but only those selected for further consideration will be contacted.**

**Application deadline:** February 7, 2025

**By email:** cindy.larouche@pc.gc.ca

**Contact person**

**Cindy Larouche, Manager - National Historic Site and Visitor Experience**

**cindy.larouche@pc.gc.ca**