

THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives Department

Requires a

17 Month Contract Part Time Casual Wellington County Museum and Archives Clerk

The WCMA Clerk is responsible for greeting visitors, handling admissions and gift shop transactions, and responding to facility rental inquiries and bookings at Wellington County Museum and Archives. You must be available to work weekends and some statutory holidays. Flexibility for additional hours is required.

The minimum qualifications for this position include:

- High school diploma.
- Reception, customer service and cash handling experience preferred.
- Experience working with the public in a museum, tourism services or municipal setting is an asset.
- Excellent customer service skills, reflecting a positive, outgoing and professional demeanor.
- Strong commitment to functioning as part of a team.
- Excellent oral and written communication skills.
- Strong proficiency in Microsoft Office, including Outlook and Word.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

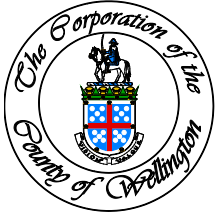
This position offers an hourly range of \$21.55 to \$25.21 (2022 Non-Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #049-23 by February 7 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Wellington County Museum and Archives (WCMA) Clerk	Reports to: Administrator
Department: Wellington County Museum and Archives/Wellington Place	Positions Supervised: 0
Effective: April 2003	Revised: February 2021

BASIC FUNCTION:

The WCMA Clerk is responsible for greeting visitors, handling admissions and gift shop transactions, and responding to facility rental inquiries and bookings at Wellington County Museum and Archives.

PRINCIPAL RESPONSIBILITIES:

- Provide assistance and information to members of the public and other staff, including informing members of the public about current displays and programmes, and taking admissions.
- Tracking daily attendance.
- Operating cash register including balancing at the end of the shift.
- Handling gift shop transactions through cash register, credit card and debit machines.
- Respond to telephone, mail and email enquiries.
- Undertake cash balancing process twice daily including database log entry.
- Open, sort and distribute mail.
- Perform other duties as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Problems can be solved using existing procedures and manuals and the direction of other staff.

CONTACTS:

Internal

- Other Museum staff (daily)

External

- Public (daily)

MINIMUM QUALIFICATIONS:

- High school diploma.
- Reception, customer service and cash handling experience preferred.
- Experience working with the public in a museum, tourism services or municipal setting is an asset.
- Excellent customer service skills, reflecting a positive, outgoing and professional demeanor.
- Strong commitment to functioning as part of a team.
- Excellent oral and written communication skills.
- Strong proficiency in Microsoft Office, including Outlook and Word.

OTHER:

- Location: Wellington County Museum and Archives.
- Regular Hours of Work: Mondays, and every other Saturday and Sunday. Flexibility for additional hours is required.