



Now Hiring – Visitor Services Coordinator

35 hours per week, including some weekends and holidays

May 4th – August 21st

\$19.00 per hour

Closing date to apply by: April 15th, 2026

The Agassiz-Harrison Museum & Visitor Centre is located on the traditional, unceded and ancestral lands of the Sto:lo First Nations. We acquire, preserve and exhibit artifacts, photographs, documents, and records of significant historical value pertinent to the Harrison River Valley and share and make our resources available to everyone.

As the Visitor Services Coordinator, you will be working to provide services to the general public.

Tasks and Responsibilities

- Assist visitors by directing them appropriately within the facility, provide detailed information to visitors and locals about attractions, recreation, accommodations, and a variety of products, services, and activities.
- Keep the public up-to-date using social media and our website. This includes monitoring and responding to social media enquiries, posting to social media according to a pre-determined schedule.
- Order, display and distribute tourism related brochures and print materials.
- Schedule and train volunteers for collections activities to ensure quality results and volunteer success.
- Conduct general light labour duties within the facility, such as sweeping floors, cleaning spills, sanitizing surfaces, replenishing supplies, and ensuring that the facility is properly stocked. Adapted duties are also available.
- Maintain a journal recounting the challenges and successes faced in the position that can be summarized in an end-of-summer report.
- Contribute as a member of the Agassiz-Harrison Museum & Visitor Centre team, providing assistance and support for other projects as required.

The Agassiz-Harrison Museum & Visitor Centre is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We welcome applications from all qualified individuals including those from underrepresented groups, such as Indigenous peoples, women, people of colour, LGBTQIP2SA individuals, and others who may contribute to the further diversification of ideas.

This position is funded through the Young Canada Works Program and requires eligible applicants to meet the criteria set by the funding program. These criteria can be found at:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

To apply, send your resume and cover letter to Maria Martins, Manager, at manager@agassizharrisonmuseum.org