



Are you seeking a unique work experience? Join us as the Administrative Assistant/Volunteer Support

"R.J. Haney Heritage Village & Museum aspires to be the leading heritage and cultural destination in the BC Interior, actively engaging with our history to shape a present guided by legacy, quality, and teamwork principles."

Nestled on forty acres of picturesque pioneer farmland in Salmon Arm, BC, the facility stands as the Shuswap's foremost heritage and cultural destination. Operated by the Salmon Arm Museum and Heritage Association, this not-for-profit charitable organization is dedicated to preserving the rich history of Salmon Arm and its surrounding areas.

The site boasts 24 buildings, a mix of replicas and originals, including the iconic 1910 Haney House, providing over 30 exhibits for guests to explore. From engaging activities, tours, and programs like the Villains and Vittles Dinner Theatre to the annual car show and the High Tea and Harvest Celebration, visitors have the opportunity to experience history hands-on. Families can enjoy playful learning at the one-of-a-kind Children's Museum and Discovery Centre.

Beyond historical exploration, the Heritage Village offers practical amenities, including a 150-seat restaurant, the Sprig of Heather, providing daily menu service and catering for weddings and events. The Village welcomes visitors, offering scenic walking trails, informative tours, and daily activities, ensuring a comprehensive and immersive experience in discovering the local history. Uncover the charm of the Shuswap's early settlers and pioneers at R.J. Haney Heritage Village & Museum – where history comes to life.

If you are looking for an opportunity to build your skills, learn about history in a fun and unique way and share your learned knowledge with our visitors, we are looking for you!

The Administrative Assistant/Volunteer Support position at RJ Haney Heritage Village Museum offers a unique opportunity for youth to engage in meaningful work. Responsible for optimizing administrative efficiency and effective volunteer management. Key responsibilities include volunteer recruitment, training, and supervision, and fostering positive relationships between the organization and volunteers. The position emphasizes volunteer training and development, contributing to the effective functioning of the museum and the personal and professional growth of the participating youth. Involvement in events and programs, office administration tasks, and collaboration with internal and external partners offer a holistic experience, aligning closely with the cultural heritage and community engagement goals of RJ Haney Heritage Village & Museum.



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Join our team at R.J. Haney Heritage Village & Museum and unlock a world of opportunities! We don't just offer a competitive wage; we provide a dynamic and healthy work environment where your growth is our priority. Engage in our mentoring program, a valuable tool for skill-building, career path advice, and discovering exciting opportunities. Your journey with us extends beyond a job – it's an investment in your professional and personal development."

Who Should Apply?

We seek a reliable candidate who likes to work and be a part of a team effort, sharing Salmon Arm's history with our visitors in a fun and professional environment. R.J. Haney Heritage Village & Museum is dedicated to bringing Salmon Arm's history to life and offering a unique tourism experience to our guests. Candidates should be interested in history and be willing to learn about our local history.

These positions are full-time for the 2024 season, with work terms starting in May for 16 weeks, June for 10 weeks, and July for eight weeks.

We are an equal-opportunity employer—some positions are funded through Canada Summer Jobs and Young Canada Works. Candidates must meet the eligibility criteria for these programs. You must be available to work evenings, weekdays, weekends, and holidays. Be prepared to commit to the work dates' full duration and treat this as your primary job.

How to apply:

Email your cover letter, resume and references to manager@salmonarmmuseum.org

You must be willing to follow laws, regulations, policies and procedures:

- The Workers Compensation Board regulations
- R.J. Haney Heritage Village and Museum policies, procedures and Code of Conduct
- Adherence to the Job Performance Expectations of the position
- Adherence to R.J. Haney Heritage Village and Museum Hiring Manual
- Performance of all operational duties based upon industry standards and guided by the Occupation Health and Safety regulations



R.J. Haney
Heritage Village & Museum



751 Highway 97 B
Salmon Arm BC V1E 4P7
250-832-5243
info@salmonarmmuseum.org
www.salmonarmmuseum.org

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- The candidate must be prepared to provide a Criminal Record Check and references

We thank all applicants for their interest. However, only those being considered will be contacted.