



SEASONAL EMPLOYMENT OPPORTUNITY

Summer 2025

HERITAGE CROWSNEST

VISITOR SERVICES [SEASONAL]

The Bellevue Underground Mine is seeking an enthusiastic, outgoing, and motivated High School individual to fill the Visitor Service role for the Summer of 2025.

The Visitor Services Representative is one of the Mine's "front-line" staff, and are directly responsible for the guest experience at the Bellevue Underground Mine, as well as the professional and efficient operation of the Mine Gift Shop. The Visitor Service Representative provide information about the Crowsnest Pass and its history to the public and may also be required to assist Heritage Interpreters when available.

DUTIES

- Provide an exceptional guest experience at the mine by maintaining a professional, clean and safe environment for all visitors and staff
- Welcome visitors to the museum and answer questions related to the Crowsnest Pass and its history
- Operate the mine gift shop, including: point of sale operation, display set-up, stocking and cleaning
- Perform opening and closing procedures, including "cash-in" & "cash out"
- Assist with tour gear up and gear reset if available
- Respond professionally and proactively to visitor concerns and incidents
- Work with Operations Lead to maintain stock levels.

QUALIFICATIONS

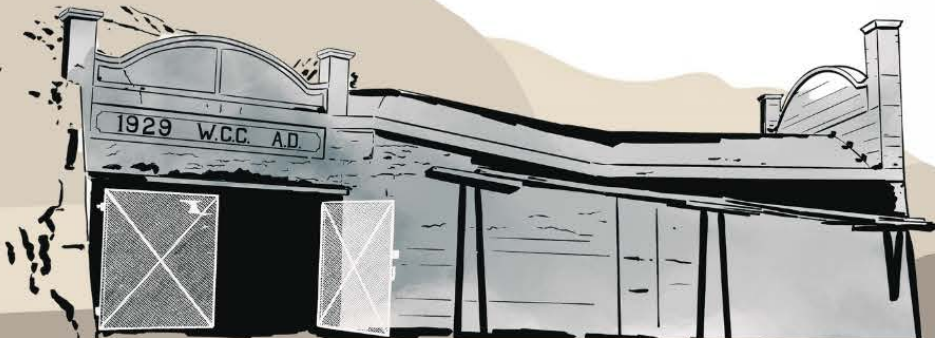
- Excellent customer service skills
- Good communication, time management, and organizational skills
- Passion for history and learning
- Familiarity with the Crowsnest Pass and its history is considered an asset
- Previous experience is not required, but is an asset.

This is a part-time seasonal position beginning end of June 2025 through to September 1, 2025.

The wage is \$16/hour

Please apply by emailing your resume and cover letter to mine@heritagecrowsnest.com

Thank you to all who apply, but only those selected for an interview will be contacted.



BELLEVUE UNDERGROUND MINE
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