



FACILITY ASSISTANT - STUDENT - JOB ADVERTISEMENT

Earnings: \$15 per hour - 35hrs/week - 8 week contract

Contract Timeline: Monday September 28th - Friday November 27th

Work Location : Lunenburg - 174 Bluenose Dr.

Application Deadline: Monday September 21st, 2020 - 12:00 pm Atlantic Standard Time

Join the Nova Scotia Sea School's team as we prepare our vessels and facilities to better serve Nova Scotian youth with transformational leadership experiences! The facility assistant will support the Program Coordinator and Shipwright with boat restoration tasks on two Sea School wooden vessels and boathouse facility improvements. During this placement the student will learn and practice carpentry and boat building skills and support general coordination of restoration schedule and volunteer days during the fall months. Qualifications include basic knowledge of power and hand tools, previous experience working outdoors, doing building projects and coordinating schedules.

You will report to the Programs Coordinator.

Applicant must be either enrolled in post-secondary schooling for the Sept 2020 semester, OR currently deferring a post-secondary placement for Sept 2020, OR completing courses extending from a prior post-secondary program. Applicant must be able to provide evidence of residence in Nova Scotia for the last 6 months.

*(If you have questions about your eligibility please contact Erin Philp - Programs Coordinator ** contact information below)*

Hours will average 35 per week end of Sept - end of November, \$15 per hour. The position is based in Lunenburg.
Access to a vehicle is an asset

Priorities

- Work closely with Programs Coordinator and Shipwright to complete restoration work on Sea School Vessels
- Assist in completing Facilities overhaul and preparation for winter and 2021 season
- Maintain boathouse equipment, kitchen and trip gear
- Inform senior staff of risk and act on areas of risk within position scope.

Communication

- Respond to communications / activities using the values and approaches of the Sea School
- Handle all inquiries within scope of position capacity
- Document ongoing restoration efforts and relay that information to the Communications and Administration Coordinator for social Media management & posting
- Assist Programs Coordinator with communications and promotion of volunteer days and activities

Data / Office Management

- Document and maintain a record of ongoing restoration efforts
- File paper and electronic materials accordingly

Candidates should have the following:

- A strong work ethic and able to work independently
- Be self-disciplined, organized, resourceful, patient and meticulous.

- Able to supervise and comfortable with teenagers and adult volunteers.
- Experience working with power tools and hand tools.
- Experience with carpentry, joinery or shipwright work
- Complete a Vulnerable Sector Check and Criminal Record Check (through the Sea School Office).
- Have computer knowledge of Excel and Microsoft Office programs.
- Having a valid driver's license and having access to a vehicle for work purposes and / or having experience driving in rental vehicles is an asset**

TO APPLY: Send cover letter **and** resume to the Sea School office, attn: Erin Philp, Programs Coordinator programs@seaschool.org - phone: (902) 423-7284

*Submissions without a cover letter may not be considered

About the Nova Scotia Sea School (for more information visit www.seaschool.org)

The Sea School offers primarily teenagers, ages 12 to 18, adventure experiences that transform how they see themselves, the world around them and their capacity to contribute to our society. From the simple experience of life on a small boat or building something with their hands youth gain the confidence and awareness to make important decisions about their lives. The Sea School delivers multi-day expeditions on sailboats, on remote islands learning farming and wilderness skills and in heritage places doing community service projects. Each year the school impacts over 200 teenagers on programs, and works with 40 community partners. Over 50% of our participants are supported through our bursary program and leadership development fund.