



Summer Employment Opportunity

Position: Visitor Services Assistant

37.5 hours per week
\$20 per hour

Do you like telling stories? Share the history of the Mackie Lake House and the heritage of the families that lived here through offering great Visitor Services! Lake House Foundation is seeking a temporary (summer) full-time (37.5 hrs/wk) Visitor Services Assistant

Duties and Responsibilities

To be the first contact between visitors and Mackie Lake House and offer exceptional visitor experience.

- Greeting guests, welcoming them to Mackie Lake House, and assisting them in their orientation to the site
- Coordinating with Tea Room Assistant and Resident Baker to assist with Tea Room Service
- Taking bookings for tours and teas via phone and email and assisting with scheduling tea services
- Overseeing front desk and our on-site antique gift shop First Light Finds
- Helping curate gift shop, rotate stock, and set prices
- Assisting with social media posts when appropriate, as well as with e-commerce platforms for online sale of antiques
- Opening and closing duties as well as use of POS (Square on an iPad)
- Recording tour related data for evaluation and future planning

Qualifications

The candidate must fulfill all eligibility requirements of the Canada Summer Jobs program.

Candidate must be highly organized, possess time management skills, and proficient with digital platforms including Google apps, comfortable taking phone calls.

Point of sale experience is preferred.

Terms of Employment

June 1 – August 22, 2026 (12-week placement); 37.5 hours per week

Visitor Services Assistant position is dependent on grant funding.

Send résumé and cover letter by Friday, May 15, 2026

Carla-Jean Stokes, General Manager
manager@mackiehouse.ca

We thank all applicants for their interest, but only those candidates selected for interview will be contacted.