

HOLLYHOCK

Position: Shuttle Driver & Naturalist Assistant

Reports to: Guest Service Manager & Program Operations Manager

Hours and Location: Full Time, Seasonal on Cortes Island

Wage: \$16/hr

ABOUT US

Hollyhock exists to inspire, nourish, and support people who are making the world better. We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, Homalco Nations; and as the current stewards of this land, we are committed to renewing our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, vegetarian buffet meals with local seafood, yoga, bodywork, a world-famous garden, hot tubs, and network of nature trails through towering cedar and douglas fir trees. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

This role crosses two departments as part time roles to enable a full time position for one person.

The Naturalist Assistant provides support for the Guided Nature Hikes, Morning Rows, Oyster Appetizer BBQs and other events provided by the Program Operations department.

The Shuttle Driver provides transport for Hollyhock guests to and from various island pick-up points in a safe manner while ensuring that transportation deadlines are met. The Shuttle Driver also collaborates closely with Front Desk and Hosting employees of Hollyhock to ensure a high quality guest experience.

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KEY RESPONSIBILITIES

- Provide support for all Oyster Appetizer BBQ's (fire building, BBQ setup, oyster shucking, greeting guests, cleanup).
 - Assist in Guided Nature Hikes & provide meaningful interpretation to our guests, staff and volunteers on natural and cultural history topics pertinent to Cortes Island and area.
 - Ensure the safety of guests and administer First Aid as required.
 - Assist in Morning Row (as needed).
 - Confirm staffing needs are met for special Naturalist activities.
 - Ensure waivers are distributed and signed.
 - Ensure safety of guests and staff is maintained at all times, and that departmental procedures are followed.
 - Keen awareness of local island roadways and key pick-up and drop off locations
 - Conducts daily inspections and reports any vehicle faults
 - Review and maintain logs which provide details of passenger count, route details, vehicle issues, fuel intakes and maintenance
 - Expertise in handling passenger vehicles and ability to do minor repairs and maintenance
 - Keep the shuttle vehicles clean and washed as needed • Transports passengers and materials irrespective of weather, traffic and road conditions and is consistently on time •
 - Other duties as assigned.
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QUALIFICATIONS

- Standard First Aid Certification & willingness to follow safety protocols at all times.
 - Extensive knowledge of the natural history of Coastal British Columbia and a keen interest in learning about the history of Cortes Island
 - Excellent communication and hospitality skills.
 - Willing and eager to interact positively with a range of age groups, from small children to seniors.
 - Able to lift 14 kg (30+lbs), hike on uneven terrain for up to 2 hours, row a boat, and shuck oysters.
 - Valid BC Class 5 Driver's License with a safe driving record.
 - The successful candidate must be legally able to work in Canada and enjoy living in a remote setting
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SAFETY

- Report accidents, injuries, and unsafe work conditions to manager and fill out incident reports in a timely fashion.
 - Visually inspect vehicles, boats, equipment, or tools to notice any potentially issues that may
 - Attend monthly safety meetings.
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APPLY

Please apply using the online form at hollyhock.ca/jobs
You will have an opportunity to upload your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.