

Rainy River First Nations – Job Posting

KAY-NAH-CHI-WAH-NUNG HISTORICAL CENTRE

TOUR GUIDE (2 POSITIONS AVAILABLE)



Temporary Full-Time (April 2026 – October 2026)
Please apply by March 27th, 2026

The Tour Guide supports the day-to-day operations of Kay-Nah-Chi-Wah-Nung Historical Centre. This position assists with visitor services, event support, and general facility upkeep while helping create a welcoming environment for community members and visitors. The role requires a respectful understanding of Indigenous culture, traditions, and community values.

PRIMARY ACCOUNTABILITIES

- Greet visitors and provide a welcoming, respectful experience for community members and guests
- Answer phone calls and respond to general inquiries about the Cultural Centre and its programs
- Assist with guided tours or provide information about exhibits and cultural displays
- Support event preparation, including set-up and take-down for events, meetings, and cultural activities
- Assist with light custodial duties such as tidying public spaces, wiping tables, and maintaining cleanliness in visitor areas
- Help organize and maintain the gift shop, including stocking shelves and arranging merchandise
- Assist with basic food service tasks when required, including taking food orders, serving food, and clearing tables
- Support the Administration Manager with general operational tasks as assigned
- Uphold and demonstrate respect for Indigenous culture, traditions, and community values in all interactions

POSITION REQUIREMENTS

- Strong interpersonal and communication skills
- Comfortable working with computers and point of sale systems, or willingness to learn
- Friendly, approachable, and respectful demeanor
- Ability to work independently and as part of a team
- Reliable and punctual
- Appreciation for Indigenous culture, history, and traditions
- Ability to perform light physical tasks such as lifting, moving tables, or assisting with event set-up
- Previous customer service or hospitality experience is considered an asset

Additional Requirements:

- Satisfactory Criminal Record Check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract with access to reliable transportation to and from work.
- Adherence to Rainy River First Nations' Drug Testing Policy.
- Adherence to Rainy River First Nations' Oath of Confidentiality.
- Abide by the Rainy River First Nations Personnel Policy.

WORK ENVIRONMENT

- Travel may be required at times
- Manual dexterity to use desktop computer and peripherals.

- Walking, standing, lifting and moving up to 25lbs may be required
 - Willingness to work Wednesday through Sunday, 8:30 a.m. – 4:30 p.m.
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PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks paid vacation
 - 2 weeks paid Christmas closure
 - 100% employer-paid health and dental benefits
 - Employer pension contribution matching
 - Five (5) personal leave days per year
 - Ten (10) paid sick days per year
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How to Apply:

Please submit a cover letter and current resume to: hr@manitou Rapids.ca by March 27th, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

2025 - 2028

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

