



**Position Title:** Watchman/Watchwoman II

**Status:** Seasonal Contract, Full-Time, \$17.50/\$18.00 hourly

**Reports To:** Caretaker

**Department:** Operations

**Direct Reports:** None

**Contract Period:** April 24 to October 10, 2023

**Application Deadline:** March 10, 2023

**Job ID:** 2023-222

## JOB SUMMARY

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Martyrs' Shrine is a national holy and historic Roman Catholic site that welcomes over 100,000 pilgrims and visitors every year, serving people from across the world from all types of faiths, cultures and beliefs. This special site was once home to the holy Canadian Martyrs – sainted men who were some of the first to step foot in Canada and live among the Indigenous people. The site has been graced by Saint Pope John Paul II and dignitaries from around the world. The Shrine is a unique site that has helped to inspire and influence our nation as we know it today.

Martyrs' Shrine is seeking a personable, approachable, and practical individual to join our dynamic team by filling the role of Watchperson.

Watchpersons, as a part of the Operations department, are accountable for making routine checks of our buildings and grounds, traffic control, being visible in the church courtyard, and assisting with all collections in the Church on-site. Interactions with Pilgrims, visitors, and staff will be conducted in a manner consistent with Catholic values and the vision and mission of the Martyrs' Shrine.

The successful candidate will be available 25 hour per week, including weekends and statutory holidays. A satisfactory criminal background check including vulnerable sector will also be required.

## ROLES AND RESPONSIBILITIES

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### Responsibilities

- Welcome pilgrims and guide them to the information office when needed
- Assist in the collection of donations in the church, votary, and grounds as scheduled
- Watching over the Shrine Church, courtyard, and grounds
- Assist with on-site traffic control when requested
- Assist Jesuit fathers and staff as needed
- Check buildings after gates are closed and ensure that they are empty and armed with the Alarm System
- Provide written report on any deficiencies that were observed on-site
- Other tasks or projects as assigned
- Document observations and actions by radioing information and completing reports

## COMPETENCIES AND QUALIFICATIONS

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- Observational Skills
- Emotional Intelligence
- Must have excellent interpersonal and customer service skills
- Excellent judgment and demonstrate tact and diplomacy

- Driver's License
- Ability to provide concise written reports
- Flexible and adaptable to changing needs
- Ability to work with little or no supervision
- Open to working in a team setting
- Basic knowledge of the story and message of the Martyrs and Shrine

## WORKING CONDITIONS

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The standard work week is 37.5 hours. Regular weekend schedule, working all weekends, including statutory holidays. Required to have flexibility to meet the needs of the organization including last minute requests. Must be willing to work outdoors and able to fulfill the regular physical requirements of the position.

### Physical Demands:

- Work is in full view of the public.
- Watching large outdoor areas on foot and in a vehicle.
- Lifting boxes weighing up to 25lbs and carrying them up to 50 feet.
- Sitting and standing for long periods of time, walking long distances, sometimes uphill, and sometimes alongside moving traffic, on-site multiple times a day.
- Requires working both indoors and outdoors, for extended periods of time.
- Requires attention to detail, and focus, under high-stress circumstances with multiple distractions and interruptions.
- Ability to communicate, with clear speech and good hearing, using two-way radios.
- Ability to remain alert to by listening for, and watching for, safety hazards around you and others

As a condition of employment, must complete a criminal background check including vulnerable sector screening.

Role profiles are not intended to be an exhaustive list of all job aspects. Employees may be required to fulfill additional duties and responsibilities, as assigned.

Martyrs' Shrine is an equal opportunity employer and is committed to diversity and inclusiveness in all of our work. We work proactively to be fair and equitable in practice and welcome applications from all qualified individuals. We encourage those who identify as women, persons with disabilities, Indigenous persons, persons of colour, individuals of non-conforming gender and sexual orientations, and all groups protected by the Ontario Human Rights Code to apply. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Martyrs' Shrine.

Martyrs' Shrine is located at 16163 Highway 12 West, Midland, ON. L4R 4K6

While we thank you for your interest, only those selected for interviews will be contacted.

Applicants must be legally entitled to work in Canada to be considered for employment.

Applications can be submitted through this online job board or by email at [jobs@martyrs-shrine.com](mailto:jobs@martyrs-shrine.com), quoting Job ID# 2023-222 in the subject line of your email.

**Application Deadline:** March 10, 2023