

**JOB TITLE: Postal Clerk, Part-Time**

This position is for 11.5 – 35.5 hours per week  
Weekends, plus up to 3 days Monday-Friday.  
Salary based on \$14/hour.

**ABOUT TORONTO'S FIRST POST OFFICE**

Toronto's First Post Office is an incorporated non-profit museum and National Historic Site, administered by the Town of York Historical Society, situated on its original site and within its original walls. Toronto's First Post Office was built in 1833 and, as the only post office in Toronto, served the rapidly growing city until 1839. Today, it is the only remaining example of a British North American post office still in operation, the only interpretive centre for the original Town of York, and welcomes visitors from all over the world.

Toronto's First Post Office is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, Indigenous, people of colour, people with a disability, and new Canadians are encouraged to apply.

**JOB DESCRIPTION**

This is a front-line position in a museum that is also a busy full-service post office and gift shop. The Postal Clerk will provide excellent customer service to visitors of the heritage facility through the provision of postal services and retail sales through Canada Post's point-of-sale system, with efficiency and great attention to detail. In addition, the Postal Clerk will assist visitors by providing information about the facility as a historic site.

The Postal Clerk, Part-Time works Saturday and Sunday shifts (please note that that Toronto's First Post Office is closed on statutory holidays and the Sundays preceding), plus up to three days during the week. Weekdays will be assigned in consultation with the Postal Clerk, Part-Time.

**RESPONSIBILITIES INCLUDE**

- Opening and closing of the museum and retail operation
- End-of-day reporting and reconciliation
- Ensures the museum remains tidy and well-supplied
- Maintains inventory of postal materials
- Promotes and facilitates the rental of post office boxes
- Sorts and distributes mail
- Maintains mail forwarding system, including sending mail regularly or as requested by customers, receiving and tracking payments
- Follows post office procedures set out by Canada Post Corporation and additional procedures set out by the Executive Director
- Prepares parcels and letters for dispatch to Canada Post sorting plant
- Processes sales and records transactions, including sales of postage, parcel shipments, postal box rentals, tour and workshop fees, gift shop sales, memberships and donations
- Assists visitors with the interpretation of the museum
- Front-line customer service
- Other related duties as assigned.

**THE SUCCESSFUL CANDIDATE WILL**

- be committed to providing superior customer service
- be reliable, personable, self-directed and detail-oriented
- have retail experience in a busy environment
- have excellent problem-solving, planning, and time-management skills
- be able to lift 50 lbs.
- be able to communicate effectively, both verbally and in writing
- experience and knowledge of Canada Post procedures is an asset
- a second language is an asset
- knowledge or an interest in the early history of Toronto and the Old Town Neighbourhood is an asset.

**TO APPLY**

Apply with a cover letter and C.V.

By mail:

Kat Akerfeldt, Executive Director  
Toronto's First Post Office  
260 Adelaide St. East  
Toronto, Ontario  
M5A 1N1

By email:

[kat@tos1stpo.com](mailto:kat@tos1stpo.com)

Please enter the job title in the subject line.

Toronto's First Post Office will retain all applications for this role for 1 year from the application deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

**APPLICATIONS DEADLINE:** May 24, 2019