



## Summer Program Leaders at the Richmond Museum

The Richmond Museum invites applications for Summer Program Leaders for one-week summer daycamps and one-day summer programs about archaeology, museums and local history for children ages 4-10.

**TWO Program Leaders will share the following responsibilities:**

- Developing, delivering and evaluating programs for children ages 4-10.
- Preparing all materials and managing resources for each program.
- Maintaining an assigned budget and current inventory of supplies.
- Training and providing direction to high school volunteers.
- Maintaining a positive and healthy learning environment.
- Liaising with Museum & Heritage Services staff, Cultural Centre staff and parents.

### **QUALIFICATIONS**

- **MUST BE A CURRENT FULL-TIME UNIVERSITY OR COLLEGE STUDENT RETURNING TO FULL-TIME STUDIES IN THE FALL.**
- Background in history, museum studies, anthropology, education or related fields.
- Demonstrated leadership experience with groups of children.
- Demonstrated ability to develop and deliver activities for children ages 4-12.
- Excellent interpersonal skills.
- Class 5 drivers license and the use of a vehicle.
- First aid training and previous experience in a museum environment are assets.

A police information check and a flexible schedule with some weekend work is required.

**HOURS OF WORK:** June-August | Up to 30 hours/week | \$14.75/hour

*\*\* Wages and period of employment dependent upon funding approval.*

**Please send Cover Letter and Resume BY E-MAIL to:**  
**Emily Ooi, Educational Programs Coordinator, [museumed@richmond.ca](mailto:museumed@richmond.ca)**

**Deadline for submissions is Thursday, March 31, 2016, 5:00pm**  
*No phone inquiries, please. Only short-listed applicants will be notified.*