



## JOB POSTING: Summer Program Leader

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 flexible schedule with some weekend work is required.

### HOURS OF WORK:

30 hours per week in June, 35 hours per week in July and August, \$15.41/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 Friday, March 10, 2017, 5:00 p.m.**

*No phone inquiries, please. Only short-listed applicants will be notified.*