

Position Vacancy:

School Program Facilitator – New Westminster Museum & Archives

Great City, Great Work, Great Future!

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| DEPARTMENT: | Office of the CAO | STATUS: | Auxiliary |
| UNION: | CUPE Local 387 | SALARY: | Recreation Worker 1: \$18.25 plus 12% in lieu of benefits, vacation and statutory holidays; Recreation Worker 2: \$19.85 plus 12% in lieu of benefits, vacation and statutory holidays. |
| HOURS OF WORK: | Flexible Schedule (Tuesdays – Fridays) aligning with the school year | NO. OF POSITIONS: | 3 |

Reporting to the Heritage Programmer, the School Program Facilitator is responsible for delivering interactive, curriculum-based programs to school groups at Samson V, Irving House, Anvil Centre, and in schools. The School Program Facilitator will work closely with museum staff and volunteers to deliver and promote school programs. Duties may include: providing guided tours and demonstrations to individuals and groups; setting up and taking down programs; researching and assisting in the development and delivery of heritage and museum programs; promoting museum programs and services in the community; orienting and training new staff and volunteers; supporting the safety and security of visitors, as well as artifacts and displays.

REQUIREMENTS:

- Completion of Grade 12 or equivalent, supplemented by proven experience related to the work.
- Post-secondary degree in history, museum studies, communications, or similar is desirable.
- Diploma of Education or Bachelor of Education an asset.
- Knowledge of British Columbia Curriculum.
- Experience working with students of all ages.
- Possess an interest in history and museum practices.
- Experience speaking engagingly, clearly and audibly to large groups of people.
- Experience in delivering guided tours to a variety of age groups.
- Research skills and an interest in the care and handling of artifacts.
- Ability to read and understand reference materials and become familiar with the content before the day of the activity
- Ability to speak a second language is an asset.
- Valid Class 5 Driver's License for the Province of British Columbia.
- Ability to successfully pass and maintain a clear Police Information Check.

Apply by sending your resume quoting **competition #17-50, by March 30th, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*