



1100 Chestnut Street Vancouver British Columbia V6J 3J9

JOB OPPORTUNITY

Position: Summer Programs Assistant
Department: Learning Services
Reports To: Director of Learning
Rate of Pay: Full Time: \$12.50/hr, plus 8% in lieu of benefits
Period of Employment: June 6, 2017 to August 26, 2017
Posting Date: Wednesday, April 12, 2017
Closing Date: Wednesday, April 26, 2017

Position pending funding from Young Canada Works / Canada Summer Jobs

Nature of Position

The H.R. MacMillan Space Centre is seeking a dynamic individual to work with our programming staff in delivering educational programs to the general public.

Major Duties and Responsibilities

Working with staff in our education department, this position involves preparing and leading activities for children as well as working with a general family audience.

Qualifications

- completed at least one year of university or college
- Excellent professional, organizational and communication skills with a passion for working with people
- Strong interpersonal and public speaking skills and proven ability to communicate with children and adults in a fun and engaging manner
- Excellent team work ethic with the flexibility and initiative required to jump in and assist where needed
- Energetic and enthusiastic self starter, with a willingness to learn and to multitask
- Interest in astronomy and space science an asset
- Be Flexible
- Experience working with and managing groups of children
- Familiar with computers and basic office applications
- Comfortable when working with technology

This is a grant-funded student employment position. Candidates must be

- registered as a full time student with the intent of returning in the fall
- between the ages of 16-30
- be a Canadian citizen or permanent resident
- legally entitled to work in Canada
- applications from students facing barriers to the labour market, such as those with disabilities, visible minority and Aboriginal students are welcomed

Please apply in writing with a resume and cover letter no later than **5:00pm Wednesday, April 26, 2017** to:

Director of Human Resources

BY MAIL: HR MacMillan Space Centre
1100 Chestnut Street
Vancouver, BC V6J 3J

BY FAX: 604-736-5665
BY EMAIL: careers@spacecentre.ca