



## **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:**

- Develop, deliver and evaluate programs for children ages 4-10
- Prepare all materials and managing resources for each program
- Maintain an assigned budget and current inventory of supplies
- Train and provide direction to high school volunteers
- Maintain a positive and healthy learning environment
- Liaise 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 4-10
- 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:**

Up to 40 hours per week for 12 weeks, from June to August 2018; \$15.61/hour

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

**Please send Cover Letter and Resume BY E-MAIL to:**

**Educational Programs Coordinator, [museumed@richmond.ca](mailto:museumed@richmond.ca)**

**Deadline for submissions is Sunday, March 18, 2018**

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