



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

Deadline for submissions is Wednesday, April 25, 2018

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