

PROGRAMS SUPERVISOR

1. Nature and Scope of Work

This is specialized educational and training work involving responsibility for planning, assigning, organizing, scheduling and supervising the work of part-time subordinates and volunteers engaged in school and public programming duties and other museum related events. In addition, the position incumbent assists the Programs Coordinator in developing, implementing school and public programs and coordinating and assessing in-house and offsite educational and volunteer training programmes. The Programs Supervisor exercises considerable independence of judgement, action and initiative in the education of part-time subordinates and volunteer training and supervision in accordance with established policies, goals and procedures. Work performance is reviewed and evaluated by the Programs Coordinator in terms of the effectiveness of education, training and supervisory services provided.

2. Illustrative Examples of Work

- Participates in selection, orientation, training, assigning and scheduling of part-time subordinates and volunteers; supervises, observes and evaluates their work performance.
- Develops and conducts workshops on museum procedures, school and public program requirements, and teaching strategies and coordinates training demonstrations.
- Assists the programs coordinator in developing, implementing coordinating and assessing in-house and off-site educational programs; discusses goals, methods, procedures and objectives and evaluates programs and procedures.
- Recommends new and / or improved school and public program content and training procedures and prepares educational and training materials.
- Acts in a liaison capacity between a large volunteer teacher group and the Museum staff.
- Manages and schedules school and public program bookings.
- Conducts and hosts educational programs, tours and events as required.
- Orders, distributes and maintains educational program supplies and equipment.
- Prepares and maintains a variety of files and records related to the work, such as job descriptions, certificates, letters of appreciation, newsletter articles, invitations and posters.
- Performs related work as required.

3. Required Knowledges, Abilities and Skills

- Considerable knowledge of the rules, regulations, policies and procedures governing the operations of the unit served.
- Sound knowledge of the methods, practices, techniques and procedures used in teaching and training adults.
- Sound knowledge of the Museum's school and public educational programs and objectives.
- Working knowledge of maritime history and culture particularly as it relates to the Lower Mainland area of British Columbia.
- Ability to plan, train, schedule, assign, check, supervise and evaluate the work of a group of part-time subordinates and volunteers engaged in school and public programming.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to deal courteously and effectively with the public and user groups.
- Ability to assist and participate in researching, developing, coordinating, delivering, implementing and evaluating school and public educational programs.
- Ability to effectively communicate with and teach school children and adults.
- Ability to prepare and maintain a variety of records, reports and information materials.
- Ability to interest and motivate staff and volunteer workers.

4.  Desirable Training and Experience

University or college graduation in a discipline related to museum work, history, education, fine arts or related discipline. Considerable experience related to education, training and organizational-related experience working in a Museum, Interpretive Centre, Heritage and Cultural Site, Art Gallery, School or equivalent combination of training and experience is highly beneficial.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of British Columbia.

2021 September 13