



## **Tumbler Ridge Museum Foundation: Position Posting**

Position Name: Programmes Assistant

Term: June 11<sup>th</sup> – August 29<sup>th</sup>, 2022

Job Status: Summer Student (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge

Remuneration: \$17/hour + 4% Vacation Pay

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 300 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at [www.trmf.ca](http://www.trmf.ca).

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at [www.tumblerridgegeopark.ca](http://www.tumblerridgegeopark.ca).

### **Job Description:**

The Programs Assistant reports to the Summer Programs Lead. The role of the Programs Assistant is to aid in the preparation and delivery of public programs for diverse audiences on the subjects of palaeontology, biodiversity, and the human heritage and history of Tumbler Ridge and the Peace Region. Weekend work is a requirement for this position.

This is a Young Canada Works position. Candidates must be:

- enrolled in the YCW program.
- between 16 and 30 years of age at the start of employment,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection had been conferred under the *Immigration and Refugee Protection Act* for the duration of employment, and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.
- have registered as a high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to studies during or after the YCW work assignment

### **Responsibilities:**

- Identify materials and prepare program materials or kits for drop-in and camp activities.
- Process registrations.
- Assist with set-up and clean-up activities.
- Assist with program delivery including onsite, online, and outreach as required.
- Assist with data collection and record keeping.
- Participate in enhanced cleaning activities including the sanitization of workspaces, shared materials between use (scissors, tape, glue bottle etc.) and other shared spaces throughout the museum as required.

- Deliver gallery tours.
- Assist visitor services with coverage when needed (breaks, lunch).
- Assist with special events.
- Ensure privacy requirements are maintained at the highest level.
- Implementing and monitoring all museum standards, policies, procedures, and guidelines pertaining to activities.
- Assist with other museum-related duties as assigned by the Summer Programs Lead or Executive Director.

**Qualifications:**

**To be considered for this position, you will be asked to provide evidence of:**

- Registration as a candidate with the Young Canada Works Summer Jobs Program.
- Interest in a related field of study: education, early childhood development, palaeontology, geology, museum studies.
- Previous experience in working with children aged 4 – 13 would be considered an asset.
- Demonstrated experience in supervising and instructing others, and leading group learning.
- Be comfortable speaking to small and large groups of people of all ages.
- Strong computer literacy, with proficiency in Microsoft Word and Excel. Experience with online platforms like Zoom would be considered an asset.
- Demonstrate a natural curiosity and enthusiasm to share that curiosity.
- Excellent written and oral communication skills, particularly with regard to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels and explain scientific concepts to different audiences.
- Outdoor work or recreational experience would be advantageous.
- First aid certification would be considered an asset.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment and be legally entitled to work in Canada.

Please send your resume and cover letter to [manager@trmf.ca](mailto:manager@trmf.ca) with the title “TRMF – Programs Assistant”.

The Tumbler Ridge Museum Foundation adheres to all Public Health Orders and has a COVID-19 operating policy. All employees are expected to be active participants in keeping the museum a clean and safe environment for all visitors and fellow staff.

Short-term furnished rental accommodation is available within Tumbler Ridge at competitive rates.

The position is dependent on Young Canada Works funding approval

The TRMF is an equal opportunity employer. We appreciate all applications; however, only short-listed candidates will be contacted.