



## JOB POSTING: Summer Program Leader

The Richmond Museum invites applications for creative, enthusiastic and responsible Summer Program Leaders to deliver programs inspired by archaeology, museums and local history for children ages 4-10.

### TWO Program Leaders will share the following responsibilities:

- Develop and deliver archaeology programs for children ages 4-10
- Prepare all materials and manage resources for each program
- Maintain an assigned budget and current inventory of supplies
- Maintain a safe, positive and healthy learning environment
- Liaise with Museum & Heritage Services staff, Cultural Centre staff and parents

### QUALIFICATIONS

This position is funded by Canada Summer Jobs, which restricts candidates to those legally entitled to work in Canada and be between the ages of 15 to 30 years.

- Post-secondary education in history, museum studies, anthropology, education or related fields
- 200+ hours of experience working with children, preferably in a supervisory capacity
- Demonstrated experience developing activities for children ages 4-10
- Excellent organization and interpersonal skills
- First aid training and previous experience in a culture-based environment are assets
- Successful candidates will be required to pass a police information check.

*The City of Richmond has a Covid-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19 and provide proof of vaccination as a condition of employment. This Policy also applies to Community Association and Society employees. Duties may be carried out in a City owned facility however the City is not the Employer for this position.*

### HOURS OF WORK:

35 hours per week for 7 weeks, from July to August 2022; \$16.72/hour

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

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

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

**Deadline for submissions is Tuesday, April 19, 2022 @ 11:59PM**

*The Richmond Museum Society thanks all applicants in advance for their interest.*

*Only those candidates under further consideration will be contacted.*