



## Educational Programs Coordinator Job ID: 2022-0209

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

### Overview

Reporting to the Program Manager, Steveston Heritage Sites, the Education Programs Coordinator provides professional work related to the delivery of educational programming for Britannia Shipyards National Historic Site. This position is responsible for the overseeing field trip programs, educational kits, and teacher resources, including maintaining excellent relationships with teachers and school districts.

### Examples of key responsibilities include, but are not limited to:

- Lead the delivery of educational programs for school classes.
- Recruit, train, and supervise staff and volunteers to assist with the delivery of educational programs and related events.
- Oversee bookings for field trips and educational kits.
- Coordinate the use and maintenance of education program materials.
- Promote educational programs offered at the Britannia Shipyards and liaise with individuals responsible for educational programs at the Richmond Museum and Gulf of Georgia Cannery.
- Provide professional development opportunities for teachers and other educators at the Britannia Shipyards or through school districts.
- Manage the Britannia Shipyards’ education program budget.
- Develop educational programs and program content related to the BC curriculum.
- Collect program participant feedback and reporting on program metrics.
- Maintain partnerships with teachers and school districts.
- Manage and advise on the educational content of exhibitions and special projects.

### Knowledge, Skills & Abilities:

- Ability to design, implement and coordinate educational programming in accordance with the needs, requirements and objectives of the City and community.
- Knowledge of the principles, practices, objectives and philosophy of museum, artefact based learning, BC school system and curriculum.
- Knowledge of the rules, regulations, procedures and policies governing the work performed.
- Ability to recruit, interview, supervise, lead, mentor, delegate, coordinate and schedule the work of a staff groups.
- Ability to courteously and effectively deal with the public in providing information and assistance regarding activities and programs.
- Ability to provide effective customer service and to diffuse hostility situations in an effective manner.
- Ability to establish and maintain effective relationships with a variety of stakeholders.
- Ability to prioritize competing demands.
- Ability to follow written and verbal instructions.
- Ability to interpret and communicate information to internal and external contacts; ability to compose various types of standard correspondence and reports; ability to articulate information well to the public.
- Ability to prepare and/or present various reports including those for publication and to compile statistical data.
- Ability to prepare and administer budgets.

- Ability to work both independently and interdependently while exercising sound judgement and initiative.
- Knowledge of clerical and record keeping procedures and knowledge of modern office practices and procedures.
- Knowledge of Canadian, British Columbian, and Richmond history is preferred.
- Knowledge and skill in using City computer applications such as PerfectMind or a similar recreation management software, Microsoft Outlook, Word, and Excel.
- Knowledge and skill in REDMS or a similar records management system.
- Satisfactory completion of Police Information Check.

## Qualifications and Experience:

- Completion of an undergraduate degree in education, museum studies or related discipline plus a minimum of 2 years of experience in educational programming preferable in a museum or heritage site. A combination of education and experience may be considered.
- A valid Class 5 Drivers Licence for the Province of British Columbia is required.
- First Aid and CPR certificate is an asset.

## Working Conditions:

Duties are performed in an office environment.

## Additional Information:

Location: Britannia Ship Yard

Employee Group: CUPE Local 718

Position Status: Temporary Regular Part-Time

PCC#: n/a

Pay Band: J14

Pay Range/Rate: \$40.64-\$47.97

Hours of Work: Flex Blocking System in Effect: This position is on a flexible-blocking schedule. Hours will be scheduled based on operational need and may include daytime, evening, weekdays and weekends shifts of varying lengths as each shift can be extended or shortened by moving blocks of time as required within the pay period. Day shifts will be scheduled if there is no operational need for evening and weekend work with a preference for shifts between 9:00am-2:45pm, Tuesday-Friday.

Internal Closing Date: 6/24/22

External Closing Date: 7/12/22

Openings: 1

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.*

*This position is restricted to those legally entitled to work in Canada.*