



# History Camp Coordinator

## Summer Job Posting

### Golden & District Historical Society

#### About the Golden & District Historical Society

The Golden & District Historical Society is committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Our guiding principles are to inspire curiosity, involve our community, and share our story.

#### Purpose

The History Camp Coordinator is enthusiastic, creative, patient, and enjoys spending time with children.

Answering to the Executive Director, the History Camp Coordinator will work closely with the Camp Counsellor to run a well-established Summer Day Camp. They will be partially responsible for the supervision of a group of up to 10 children ranging in age from 6 to 12, as well as facilitating a fun, safe, and educational summer camp program. In addition, they will be responsible for the research, planning, and coordinating of camp activities, including creating a loose schedule, arranging off grounds trips, developing games and crafts, and incorporating the History of Golden and the surrounding communities into fun, everyday learning.

#### Skills & Attributes for Success

- Flexibility – you can adapt to contribute to different projects
- Strong interpersonal and communication skills
- A high degree of patience and problem-solving skills
- The ability to improvise activities and adapt to circumstances, i.e. weather, group dynamics, skill level of participants
- Creativity
- A high level of energy
- A positive attitude
- The ability to develop activity plans and create schedules
- Previous childcare experience is an asset, but not required
- Previous education experience is an asset, but not required

#### Responsibilities

1. Camp Preparation and Development
  - Develop a summer curriculum and loose schedule that coincides with the 2022 theme: The Golden Era of Golden's History including a good mix of games, fun history facts, educational activities, crafts, and offsite exploration.
  - Facilitate camp preparations, including setting up crafts, creating templates, locating equipment, and rearranging spaces and equipment in preparation for camp activities with the help of the History Camp Counsellor

- Light cleaning in preparation for camp participants
  - Contacting local venues to secure field trips.
2. Camp Implementation and Facilitation
    - Greet children and parents at the beginning of each camp day and help get camp participants situated
    - Work with the counsellor to execute planned activities throughout the day
    - Ensure the safety of all camp participants
    - Communicate with the counsellor and the Executive Director should any problems or concerns arise
    - Light cleaning and activity preparation for the next day
  3. Reporting and Debrief
    - In compliance with funding guidelines, the Camp Coordinator is required to provide a report regarding the position, as well as the camp program
    - The Camp Counsellor will also work with the Camp Coordinator to provide feedback through a debrief that will be prepared for the Golden and District Historical Society
  4. Museum Operations Support
    - During the week of August long weekend there will be no camp and alternate duties will be assigned
    - Duties may include event planning, exhibit maintenance, further camp planning, and other random duties
    - During this week, any banked time in lieu of Overtime should be used

## Working Environment

- This position reports to the Executive Director
- Work will happen in a team setting, working closely with the Camp Counsellor
- This job includes running, sitting, standing, and crouching, as well as lifting items less than 50 lbs
- Interacting with children and parents
- Diverse day-to-day activities
- Set schedule, Monday to Friday, 9 am to 5 pm, working with children from 10 am – 4pm
- The main workspace will be the Golden Museum grounds, however Field Trips will happen offsite

## What We Offer

- \$23-26/hour based on experience, 40 hours a week plus 4% vacation pay
- 10 weeks of employment, starting June 19<sup>th</sup> and ending August 25<sup>th</sup>
- Paid Time off in lieu of overtime
- 30% employee discount at our gift shop

## Application Deadline: May 19, 2023

**Please note:** This position is dependant on Canada Summer Jobs Funding. All applicants must meet the eligibility requirements of the funder, found on their [website](#).

**A Vulnerable Sector Police Reference Check is required.**

Please apply with a cover letter and resume.

Applications can be submitted to Brittany Newman at [museum.golden@gmail.com](mailto:museum.golden@gmail.com) or be dropped off in person at the Golden Museum, 1302 11<sup>th</sup> Avenue South, Golden BC, V0A 1H0.