



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
- Promote 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.

HOURS OF WORK:

35 hours per week for 8 weeks, from July 3 to August 25, 2023; \$21.79/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

Deadline for submissions is Monday, May 1, 2023

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

Only those candidates under further consideration will be contacted.