

JOB POSTING: Summer Program Junior Leader

The Richmond Museum invites applications for a creative, enthusiastic and responsible Summer Program Junior Leader. Reporting to the Richmond Museum's Educational Programs Coordinator, the successful applicant assists in planning activities and leads daily activities and may be required to assist in the supervision of volunteers.

DUTIES AND RESPONSIBILITIES:

- Assist in planning, implementing and evaluating developmentally appropriate activities inspired by archaeology, museums and local history for children ages 4-10.
- Assists with the preparation of all materials for each program and assess supplies and equipment on a regular basis and report concerns to Supervisor.
- Monitor children in indoor and outdoor activities.
- Assist with supervision, leadership and support of volunteers.
- Be a positive role model and communicate effectively with participants, staff and volunteers.
- Ensure the physical and emotional program environment is safe for children, and ensure the safety of all individuals participating.
- Follow facility protocol for programs, emergency situations and out-trips.
- Record information pertaining to children and families in program's communication book.
- Fill out accident and/or incident report forms as needed.
- Ensure attendance procedures are followed.
- Other related duties as assigned and may vary according to facility.

REQUIRED 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.

- Completion of grade 12 plus a minimum of 200 hours of experience with working with children, or an equivalent combination of education and experience.
- Successful candidates will be required to pass a police information check.

RECOMMENDED QUALIFICATIONS:

- Supervisory experience and/or coaching and leadership experience.
- Experience working with children that require extra support.
- Excellent organization and interpersonal skills.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- 20 hours of related childcare courses/workshops.
- A second language and experience with cultural diversity.

HOURS OF WORK:

35 hours per week for 10 weeks, from June to August; \$21.00/hour + 16% in lieu of benefits

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

Duties may be carried out in a City-owned facility, however, the City is not the Employer for this position.

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

Emily Ooi, Educational Programs Coordinator, museumed@richmond.ca

Deadline for submissions is Monday, April 21, 2025

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

Only those candidates under further consideration will be contacted.