

JOB POSTING: Summer Program Senior Leader

The Richmond Museum invites applications for a creative, enthusiastic and responsible Summer Program Senior Leader. Reporting to the Richmond Museum Educational Programs Coordinator, the successful applicant plans and leads daily activities, and supervises staff and volunteers who support the programs.

DUTIES AND RESPONSIBILITIES:

- Plan, implement and evaluate developmentally appropriate activities inspired by archaeology, museums and local history for children ages 4-10.
- Create a variety of weekly lesson plans that are creative, flexible and adaptable, and prepare all materials and manage resources for each program.
- Monitor children in indoor and outdoor activities.
- Responsible for supervision, leadership and support of Junior Leader and volunteers.
- Track expenses and assess supplies and equipment on a regular basis and report concerns to Supervisor.
- 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.
- Communicate and liaise with staff and parents.
- 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 post-secondary in history, museum studies, anthropology, education or related fields.
- A minimum of 600 hours of experience supervising children, or an equivalent combination of education and experience.
- Successful candidates will be required to pass a police information check.

PREFERRED QUALIFICATIONS:

- Experience supervising other staff or volunteers
- Experience developing activities for children ages 4-10.
- 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; \$25.00/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 April 6, 2025

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

Only those candidates under further consideration will be contacted.