

JOIN OUR TEAM!



THE ROLE

Museum Educator, Children's Programming

This is a **temporary full-time** role at the County. The hourly compensation for this role is **\$22.343**.

THE OPPORTUNITY

We are seeking a dynamic Museum Educator, Children's Programming to join our team, providing exceptional support for children's summer programs at our various Museum locations.

You will ensure that these programs align with pre-defined standards and descriptions, all while prioritizing safety, enjoyment and the promotion of healthy child development. The responsibilities encompass program planning and implementation, organization, staff training, assisting with volunteer recruitment, scheduling, promotion, supervision and monitoring.

If you are interested, apply today to become an essential part of the Haldimand County team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Teambuilding Supports
- Career Growth
- Networking Opportunities



- Enrolled in college/university and returning to school full-time in September.
- First Aid & High Five PHCD Certifications.



- Some current related experience, including work or volunteer.



- Interpersonal Communication
- Collaborative Skills
- Emotional Intelligence

THE COUNTY

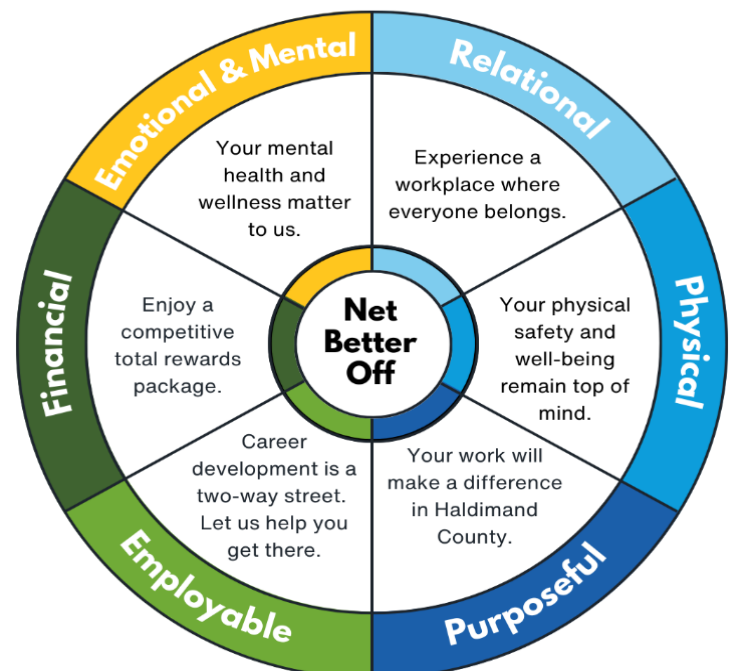
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **March 31, 2024 at 4:30 p.m.** Visit our Careers page for more opportunities.



JOB DESCRIPTION

Museum Educator, Children's Programming, Community Development & Partnerships

POSTING PERIOD: December 15, 2023 – March 31, 2024	Employer Group: Non- Union Reporting To: <ul style="list-style-type: none"> • Supervisor, Heritage & Culture • Curator, WMMSM
Grade: Student 3 Wage Per Hour: \$22.343/ per hour (October 2023)	Position Status: Temporary Full-Time Hours Worked Per Week: Up to 40hrs Locations: <ul style="list-style-type: none"> • Edinburgh Square Heritage & Cultural Centre, Caledonia • Wilson MacDonald Memorial School Museum (WMMSM), Selkirk, ON

CORE COMPETENCIES:

Interpersonal Communication | Collaborative Skills | Emotional Intelligence | Diversity & Cultural Intelligence | Self- Direction

POSITION SUMMARY:

The Museum Educator, Children's Programming plays a vital in role within the Haldimand Museums team, developing, organizing, coordinating and executing summer programming, including child and youth programs, which includes workshops and week-long camps at Edinburgh Square Heritage & Cultural Centre and Wilson MacDonald Memorial School Museum. The primary objective is to ensure that these programs align with pre-defined standards and descriptions, all while prioritizing safety, enjoyment and the promotion of healthy child development. The responsibilities encompass program planning and implementation, organization, staff training, assisting with volunteer recruitment, scheduling, promotion, supervision and monitoring. The position also provides functional guidance and contributes to the evaluation of program staff and volunteers, while serving as a positive role model. Whenever issues or challenges arise involving participants, caregivers, summer staff or volunteers, the incumbent will report these matters and work collaboratively with their supervisor to find effective solutions.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Must be enrolled in community college or university and returning to school in September on a full-time basis.
- Must have or obtain the following current certifications before beginning employment:
 - Standard First Aid/ CPR C
 - High Five Principles of Health Childhood Development (PHCD)
 - Lifesaving Society SafeGuard.

Experience

- Previous experience in planning, leading and working with children and adults.

Knowledge/Skills

- Demonstrated interest in working with children.
- Access to reliable transportation to and from work.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or exchange routine information.
- Demonstrated initiative and ability to make decisions involving multiple routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data.
- Organizational skills, with conscientiousness to avoid errors, and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit.
- Technology Aptitude:
 - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
 - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
 - Special consideration will be given to applicants with experience in the following:
 - ActiveNet – program registration

RESPONSIBILITIES

The incumbent is expected to but not limited to:

People

- Encourage and assist with the technical training and professionalism of the camp staff and volunteers.
- Communicate (emails, phone and face-to-face) with parents/caregivers to ensure that participant needs are being met and provide answers or solutions to questions or concerns raised in a professional and timely manner.
- Assist in implementing, promoting and engaging with the public at special events, workshops, other programs.

Money/Asset Responsibilities

- Work within assigned programming budget (purchase of camp supplies).

Functional

- Museum Duties:
 - Participate in and support the implementation of Haldimand Museums' special events and outreach opportunities;
 - Assist with exhibition installation and providing tours of the site;
 - Assist with collections management activities e.g. cataloguing and data entry;
 - Assist with patron research.
- Camp Operations:
 - Responsible for the successful development, promotion and delivery of the children's workshops, summer day camp programs and activities as determined in collaboration with the site Curator;
 - Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skills development, friendship and participation while being a caring adult;
 - Encourage and assist with the technical training and professionalism of the camp staff and volunteers;
 - Communicate daily with site Curator and/or the Supervisor, Heritage & Culture, to discuss issues, concerns or feedback. Assist in the development of an action plan to ensure concerns/issues/feedback are dealt with in a timely manner including celebrating successes with the team;
 - Evaluate the programs and services being provided to ensure quality program delivery in keeping with the County's and the Heritage & Culture Unit's values and objectives;
 - Ensure the cleanliness and safety of the equipment and facility for programming (program space, washrooms, outdoor spaces);

- Actively ensure the promotion of programs—to maximize revenue generation—through the development of flyers, brochures, posters, newsletters, social media/web posts and email blasts.
- Health & Safety:
 - Ensure a safe environment exists for all participants utilizing the program and facilities (Museums, parks, pools, etc.);
 - Ensure staff and volunteers are aware of and trained in the applicable Health & Safety and emergency procedures.
 - Standard First Aid and CPR
- Reports/Record Keeping:
 - Ensure that all records and reports are kept and maintained throughout the summer and completed professionally, correctly and in a timely manner (e.g. first aid documentation, incident/accident forms, staff discipline, sign in/out forms, camper information forms, medication administration forms, etc.) and provided to the site Curator as required;
 - Submit accurate and detailed accident/incident reports as quickly as possible to the Curator and/or Supervisor to ensure any corrective measures are put in place in a timely manner;
 - Complete all reports, including an End-of-Year Report, with recommendations as required;
 - Monitor budget and purchase supplies in consultation with the Curator;
 - Report and document any staff and volunteer issues to the site Curator and/or Supervisor, Heritage & Culture;
 - Evaluate the programs and services being provided to ensure quality program delivery.
- Supervisory Responsibilities:
 - Organize and implement volunteer training sessions prior to and during season;
 - Work with Curator to provide orientation to summer program volunteers;
 - Schedule program volunteers;
 - Liaise with parents/caregivers, participants, the Assistant Educator, volunteers, the site Curator and other County staff to address all inquiries and concerns consistently and efficiently. Report concerns to the site Curator or Supervisor, Heritage & Culture in a timely manner.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A current (within the past 6 months) Police Check	OPP LE 220 (18+ years)
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.