



425 Donald St. E.
Thunder Bay, ON P7E 5V1
(807) 623-0801
www.thunderbaymuseum.com

JOB POSTING

SUMMER PROGRAMS ASSISTANT

- Position:** Summer Programs Assistant
- Location:** Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
Telephone: (807) 623-0801
Email: cao@thunderbaymuseum.com
Website: www.thunderbaymuseum.com
- Duration:** July 2 to August 30, 2019 (35 hours per week)
- Rate of pay:** \$14.00 per hour
- Job description:** To assist the Education & Outreach Coordinator in the development, promotion and delivery of children's programming; To provide front desk relief for Receptionist/Gift Shop Attendant; To assist in the promotion of the museum's educational programming.
- Qualifications:** Demonstrated experience working with children (ages 6-12), good oral and written communication skills, experience with computers (ie. Internet, email, word processing and graphic design), an interest in working in the heritage education field. Valid Criminal Reference Check and Standard First Aid required.
- Education level:** Post Secondary
- Applications:** Resume with covering letter mailed or emailed to:
Nick Sottile, CAO
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
cao@thunderbaymuseum.com
- Deadline:** May 10, 2019

Eligible applicants:

1. Be legally entitled to work in Canada
2. be a Canadian citizen, permanent resident or have refugee status
3. be between 16 and 30 years of age at the start of employment
4. be registered in the YCW on-line candidate inventory (www.youngcanadaworks.ca)
5. be willing to commit to the full duration of the work assignment
6. not have another full-time job (over 30 hrs/week) while employed with YCW
7. have been a full-time student in the semester prior to the YCW job and intend to return to full-time studies in the semester after the YCW job.

(POSITION SUBJECT TO FUNDING APPROVAL)