



Student Position: Public Programs Assistant

Job Type: Summer Student, 40 hrs/wk

Location: Rosland, BC

Salary: \$15-16/hour

Start Date: Early May

End Date: September 5th

Closing Date: April 1st, 2020

This position subject to funding approval and candidates must meet [Young Canada Works eligibility requirements](#).

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rosland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

Job Description:

Public Programs staff are directly responsible for the planning, coordination, and evaluation of the Summer Museum Day Camps, working very closely with the Programs Manager and other staff. Camps are for ages 6-12 with themes ranging from science and technology to art and history. Planning includes organizing each week's requirements (registrants, allergies, permissions, etc.), assisting with material prep for all crafts, experiments, and activities, scheduling field trips/workshops, and other tasks as needed. In addition to the day camps, as time permits, the student will conduct interpretive tours, coordinate loaning out, evaluating, and inventorying educational outreach kits, assist with ongoing senior programs, and developing special activities for tours and bookings.

Other annual events that the students will help organize include Celebrate Canada events, BC Day, Nights at the Museum, CBT Culture Tour, and more. All staff assist in the general operation and maintenance of the museum and discovery centre, archives, and visitor centre.

The following are essential qualifications to the job:

- Experience working/volunteering with families and children of all ages
- Experience and an interest in organizing educational crafts, games, experiments, and kids activities
- An interest in Rosland's history and everything the area has to offer locals and visitors alike
- Excellent organizational skills, planning experience, and a passion for education and history
- Public speaking experience; Excellent English verbal and written communication skills
- Experience in conflict resolution and problem-solving
- RCMP Security Clearance (obtainable prior to start)

The following are desired qualifications to the job:

- Post-secondary: Education, General Sciences, Museum Studies, History, Geology, or Drama.
- Customer service experience; experience with cash registers, POS machines, computers, etc.
- Excellent computer skills (incl. use of Microsoft Office, Excel, Dropbox, etc.)
- Supervisory experience of other staff and volunteers
- Current First Aid certificate (can be obtained on the job)

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to museumdirector@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please also attach references.

For more information about this position, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.