

# JOIN OUR TEAM!



## THE ROLE

### Museum Educational Programming Assistant

This is a temporary full-time role at the County. The hourly compensation for this role is \$18.92.

## THE OPPORTUNITY




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

You will provide attentive care, supervision, safety and overall well-being of campers engaging in the County's summer day camp program, workshops and activities. The primary objective is to ensure every camper has a positive and enriching experience during their time at the camp/program.

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 & Team-Building Supports
- Career Growth
- Networking Opportunities

-  • Enrolled in high school or post-secondary.
-  • Some current related experience, including work or volunteer.
-  • Interpersonal Communication
- Collaborative Skills
- Emotional Intelligence

## THE COUNTY

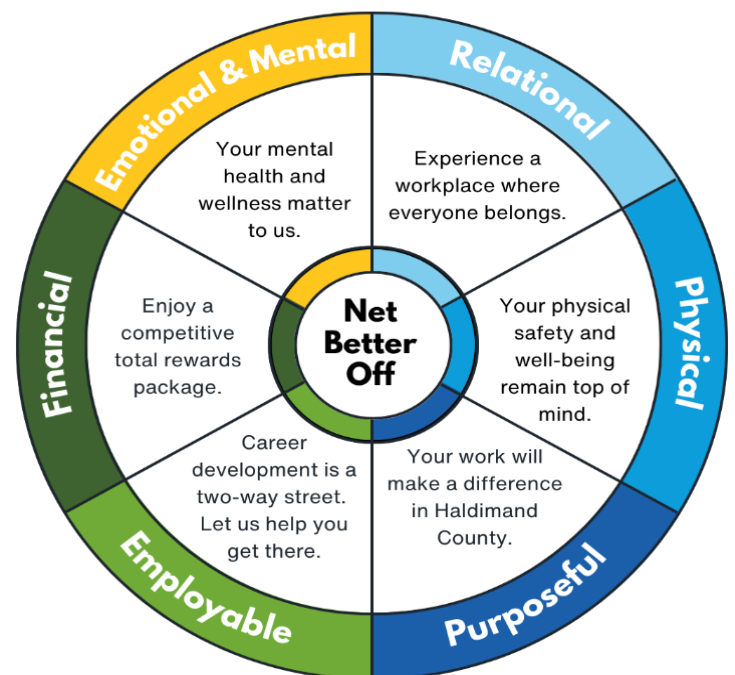
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and 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](http://www.haldimandcounty.ca/careers).

This posting closes on **March 31, 2025, at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Museum Educational Programming Assistant, Community Development & Partnerships

<p><b>POSTING PERIOD:</b> December 13 – March 31, 2025</p>	<p><b>Employer Group:</b> Non- Union</p> <p><b>Reporting To:</b></p> <ul style="list-style-type: none"> <li>• Supervisor, Heritage &amp; Culture</li> <li>• Curator WMMSM</li> </ul>
<p><b>Vacancy:</b> 2 (1 per location)</p> <p><b>Grade:</b> Student 2</p> <p><b>Wage Per Hour:</b> \$18.92</p>	<p><b>Position Status:</b> Temporary Full-Time</p> <p><b>Hours Worked Per Week:</b> Up to 40</p> <p><b>Locations:</b></p> <ul style="list-style-type: none"> <li>• Edinburgh Square Heritage &amp; Cultural Centre, Caledonia</li> <li>• Wilson MacDonald Memorial School Museum (WMMSM), Selkirk, ON</li> </ul>

#### CORE COMPETENCIES:

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

#### POSITION SUMMARY:

The Museum Educational Programming Assistant plays an important role within the Haldimand Museums team, providing essential support for children’s summer programs at either Edinburgh Square Heritage & Cultural Centre or Wilson MacDonald Memorial School Museum. This pivotal position revolves around the attentive care, supervision, safety and overall well-being of campers engaging in the County’s summer day camp program, workshops and activities. The primary objective is to ensure every camper has a positive and enriching experience during their time at the camp/program. Additionally, the incumbent will engage actively with participants, caregivers, Museum staff and volunteers at designated sites, ensuring the seamless execution of programs. Any issues will be reported to the Educator, and/or Curator/Supervisor, Heritage & Culture and hopefully resolved with assistance. The Museum Educational Programming Assistant will also provide valuable guidance and serve as a role model to staff, volunteers and program participants, while overseeing their adherence to all County and other legislated policies and procedures.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

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

##### Experience

- Some prior experience, including work or volunteer experience.
- Special consideration will be given to applicants with the following:
  - Prior experience in planning, leading and working with children and/or adults.
  - Previous experience working as part of a team.

- Experience working within a children and/or in a children programming environment.

## Knowledge/Skills

- Demonstrated interest in working with children.
- Must be resourceful with knowledge of crafts, sports, music, games and other skills necessary in developing an interesting program, as well as being self-motivated and capable of working effectively with minimal supervision.
- 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 capability to provide orientation or technical guidance, as needed.
- 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) .

## RESPONSIBILITIES

The incumbent is expected to but not limited to:

### People

- Using a respectful, courteous and professional approach, communicate and interact with parents/caregivers on a daily basis to ensure they are aware of their child's accomplishments and situations or concerns that may have arisen during the program. Ensure parents are informed of any upcoming events and any special equipment that may be needed.

### Functional

- Executing Camp Activities:
  - Assist with the creation of weekly and daily plans;
  - Assist with the delivery of activities that are consistent with the camp descriptions and/or themes;
  - Assist with the supervision of campers to ensure safety;
  - Actively participate in games, songs, crafts and activities with campers, fellow staff and volunteers;
  - Work with the Museum Educator to ensure that accurate and detailed accident/incident reports are submitted as quickly as possible to the Curator and/or Supervisor to ensure any corrective measures are put in place in a timely manner;
  - Assist with set up and clean-up of the camp location, ensuring the cleanliness of the equipment and facility (meeting spaces, washrooms/outdoor space).
- Daily Camp Operations:
  - Communicate daily with the Educator to discuss program concerns and behavioural issues. Assist in the development of an action plan to ensure these are dealt with in a timely manner;
  - Responsible for reporting to work as scheduled and arrive promptly. All schedule change requests must be approved in advance;
  - 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;
  - Work with the Educator to maintain required supervision levels to ensure that the program participants are monitored at all times and staff-to-child ratios are maintained;
  - Guide participants through daily routines;
  - Actively participate in games, songs, crafts and activities with campers, fellow staff and volunteers;
  - Ensure camp rules are followed;
  - Work with Educator to assist with program volunteers, enriching and developing their leadership skills through positive role modelling, program planning and involvement; provide regular feedback;

- Assist Educator with the organization and implementation of volunteer training sessions prior to and during season;
- Liaise with parents/caregivers, participants, the Educator, volunteers, the site Curator and other County staff to address all inquiries and concerns consistently and efficiently. Report concerns to the Educator and site Curator or Supervisor, Heritage & Culture in a timely manner.
- Health & Safety:
  - Ensure a safe environment exists for all participants utilizing the programs and facilities (Museums, parks, pools, etc.). Conduct safety checks on sites and equipment;
  - Administer First Aid, if required;
  - Work alongside the Museum Educator to ensure that all records including attendance, injuries, incidents and other reports are kept and maintained throughout the summer and that these are completed professionally and correctly. Report any supply or equipment needs to the Educator.
- 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 Curator with collections management tasks such as cataloguing artifacts and data entry;
  - Assist with patron research requests.

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](mailto:hrhelpdesk@HaldimandCounty.on.ca).

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