

**Summer Employment Opportunity****Position: Community Programs Coordinator**

The Mission District Historical Society is seeking a temporary Community Programs Coordinator for the Mission Museum. The Community Programs Coordinator will be responsible for the execution of our "Kids' Club" summer programming, scheduled for the months of July and August as well as the conceptual development and preliminary marketing of an in-school delivery educational program for the Mission school district.

**Duties and Responsibilities:**

- Leading Kids' Club program sessions and keeping accurate program records.
- Purchasing/creating program supplies in accordance with the programming budget and organising them to ensure efficient operation of programming and special events.
- Advertising, marketing and promotion of the Kids' Club through local community resources.
- Assisting with Kids' Club volunteer recruitment, coordination and training.
- Assisting staff with the execution of additional public programming, special events and exhibits that may take place throughout the summer.
- Attending to the visiting public when required.

**Qualifications:**

- Possess excellent customer service skills and enjoy working with children.
- Ability to think and make decisions quickly while maintaining respectful control of a group
- Strong written and verbal communication skills.
- Excellent attention to detail.
- Demonstrated ability to organize information and prioritize tasks and projects.
- Self-motivated and able to work independently as well as with others.
- Proficient with the Microsoft Office suite.

**Eligibility**

- **Must** be between the ages of 16 and 30;
- **Must** have been registered as a full-time student in the previous academic semester and intending to return as a full time student in the next academic semester;
- **Must** be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2;
- **Must** be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- **Must** pass a criminal record background check.

**Term of Employment:**

- 30 hours per week for 13 weeks, Flexible start date: May 31-June 7, 2017;
- Regular Hours will consist of Wednesday to Saturday; 9:00am-4:30pm but some occasional work may be required outside of these hours.
- Rate of Pay: \$14.50

**Applications:**

Please submit resumé, cover letter and 2 references by Monday, May 15 to Hazel Eason, Museum Manager, at [info@missionmuseum.com](mailto:info@missionmuseum.com).

Thank-you to all applicants, however, only those short-listed for an interview will be contacted.