



# Student Programmer, Museum

**Position Code:** 310

**Pay Band:** 4

**Department:** Parks, Recreation & Culture

**Effective:** May 2015

**Division:** Culture & Events

**Revised:** January 2025, February 2024, September 2020, January 2019

**Reports To:** Supervisor, Museum

**Status:** Seasonal Full-Time Non-Union

**Direct Reports:** None

**Indirect Reports:** None

## Position Summary

Reporting to the Museum Supervisor, the Student Programmer, Museum provides care, supervision and program facilitation of summer programs with a historic focus for children ages 6 to 12. The position develops, promotes, and implements crafts, games, storytelling, and travel to other sites through effective leadership and programming, enabling children to develop skills, learn, socialize, and build self-esteem. The main duties and responsibilities of the position are in the areas of program delivery, program development and promotion, and other Museum functions.

## Duties and Responsibilities

### 1. Program Delivery (50%):

- (a) Responsible for the safety and well-being of program participants, including administering first aid and completing incident reports when required.
- (b) Assist in program delivery by instructing arts and crafts, games, songs, heritage and environmental activities, and physical activities for children in quality programs.
- (c) Receive signatures from parents and/or guardians at established drop-off and pick-up times for each program.
- (d) Encourage the development of program participants and stimulate social development as members of a group.
- (e) Introduce and stimulate participants' awareness of the outdoors, the Town of Collingwood and related history.

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- (f) Adapt programs to participant needs on a daily basis with regards to safety, hygiene, weather, breaks, etc.

### 2. Program Development and Promotion (40%):

- (a) Develop enjoyable and stimulating programs using museum resources and the outdoor environment. This includes preparing daily and weekly program plans.
- (b) Design art and craft activities and purchase necessary supplies with approval of Supervisor or designate.
- (c) Work with other program staff to plan and implement all program activities.
- (d) Assist in developing special events and adult programs as requested.
- (e) Attend all staff meetings and training sessions as scheduled.
- (f) Promote Museum programs at community events, such as school fairs and the farmers' market. Distribute posters throughout the community and assist with social media content creation.

### 3. Other Museum Functions (10%):

- (a) Provide superior customer service to visitors, which may include greeting, screening, answering questions, and promoting and providing information relating to the Museum.
- (b) Assist with assigned functions related to the daily operations of the Museum, which include tracking visitor statistics and conducting tours as required.
- (c) Assist at special events as required.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

## Knowledge, Skills and Experience

1. Enrolled in a post-secondary Early Childhood Education, Teachers program or related discipline.
2. Six (6) months of related experience in a day camp setting. Participating in leadership programs or related experiences an asset.

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3. Demonstrated ability to work with children ages 6 to 12. Experience with historical research and craft-based activities an asset.
4. Ability to observe/assess participant behaviours, enforce safety regulations and emergency procedures and apply appropriate behaviour-management techniques.
5. Good administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
6. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
7. Working knowledge of Windows and Microsoft Office applications and office equipment.
8. Physically capable of participating in programs and wearing the applicable personal protective equipment.
9. Valid Class "G" driver's license and ability and willingness to travel within the community as required.
10. Possess a current Vulnerable Sector Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification.

### Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing, and walking. Daily tasks may include light physical effort while performing museum functions (70%). Moderate physical effort includes climbing or some awkward positions. (30%)

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, 8:30 a.m. to 4:30 p.m. with a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend functions outside of normal work hours, change shifts to work evenings or weekends dependent upon the programming schedule, or to work overtime as needed.

**Physical Environment:** Work is conducted in a standard museum environment (90%) with occasional work at event sites both indoors and outdoors. (10%)

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**Sensory Attention:** Requires the ability to prepare and read a variety of reports, letters/correspondence, etc. Requires the ability to communicate effectively including explaining processes, instructions and speaking before groups of people with periods of continual visual concentration. Requires the ability to utilize mathematical formulas and ability to coordinate hand and eyes rapidly and accurately in using equipment. (100%)

**Stress:** Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (85%) Occasional exposure to disgruntled members of the public. (10%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. (5%)

### Contacts and Dimensions

Director Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0
Other Working Relationships:	Position communicates regularly with staff, patrons, program participants, parents, community groups/organizations, and the general public
Budget:	n/a
Salary Budget:	n/a

### Review and Signatures

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_