



Western Development Museum
Moose Jaw

50 Diefenbaker Drive
Moose Jaw, SK S6J 1L9

P: 306-693-5989
W: wdm.ca

**WESTERN DEVELOPMENT MUSEUM - MOOSE JAW
is now accepting applications for the following position
Programs and Volunteer Assistant - Summer Position**

GENERAL DESCRIPTION:

Reporting to the Programs and Volunteer Co-ordinator, the Programs and Volunteer Assistant will be responsible for the development and delivery of public programming as well as assisting with established programs at the WDM. The Programs and Volunteer Assistant will provide backup to the Visitor Services department and will also assist with volunteer support and COVID cleaning. Weekend work is required. **Only students continuing full-time post-secondary studies in the fall semester will be considered. This position has not yet been created and is subject to the availability of funding through the Young Canada Works program**

DUTIES:

- Develop and implement three (3) community outreach programs, one (1) virtual escape room experience, four (4) pop-up Gallery Information Sessions, four (4) scavenger hunts/seek and finds as well as one (1) additional summer program.
 - Investigate opportunities and determine that they fall within all SHA guidelines
 - Determine and evaluate possible organizational partnerships
 - Assess the needs of potential participants
 - Assess volunteer and staff requirements
 - Identify applicable artifacts to be highlighted
 - Determine appropriate activities
 - Develop budget and marketing plan
- Assist with the implementation of virtual summer camps
- Assist with volunteer support
- Provide excellent visitor services, reception and Gift Shop services
 - Provides exceptional customer service by greeting visitors appropriately, orienting them to the Museum, and addressing any questions or concerns.
 - Coordinates reception and gift shop services including processing admissions, membership and retail sales.
- Contribute to reviews of Museum educational and public programming activities
- Participate in the day-to-day operation of the Museum
 - Implementation of established Museum educational programming and special events

- Conduct small group tours and provide value added interpretation
- Provide COVID cleaning support as required

QUALIFICATIONS:

- Minimum two (2) years of post-secondary education in a related field of study, preferably Education
- Self-motivated and able to work independently
- Willing to work weekends
- Have a proven interest in Saskatchewan and Canadian history
- Have a proven interest in education and working with children
- Have superb organizational skills
- Have excellent written and oral communication skills

CONDITIONS: \$13/hour

Employee Benefits Plan as per WDM Human Resources Policies.

Term: May 2, 2021 to August 21, 2021

Hours: 8 hours per day - 40 hours per week, will include weekends

The successful candidate will be required to undergo a criminal records check

Application deadline: March 31, 2021

Apply to:

Programs and Volunteer Assistant Selection Committee

Western Development Museum - Moose Jaw

50 Diefenbaker Drive

Moose Jaw, SK S6J 1L9

By E-mail: krasmussen@wdm.ca

Written or email applications only, please.

Only applications selected for an interview will be contacted.

The WDM will conduct a screening process that is fair and equitable.