



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 accepting applications for the position of Programs and Volunteer Assistant - Summer

General Description:

Reporting to the Programs and Volunteer Coordinator, the Programs and Volunteer Assistant will be responsible for the development and delivery of public programming, assisting with established WDM programs and volunteer support. The Programs and Volunteer Assistant will also provide backup to the Visitor Services department.

The successful candidate will gain valuable experience interacting with and assessing the needs of Museum visitors. This position will provide the student with the opportunity to experience working with volunteers and staff as well as to coordinate and manage activities and tasks in a professional museum setting. **Only students continuing full-time post-secondary studies in the fall semester will be considered.**

Duties and Responsibilities:

- Become familiar with all aspects of the WDM, specifically the Moose Jaw location.
- Develop and deliver programming for community outreach opportunities in Moose Jaw and surrounding area.
- Develop and deliver public programming.
- Assist with the presentation of existing programs, activities and special events taking place in person and virtually at the WDM Moose Jaw.
- Assist with volunteer orientation and scheduling.
- Ensure Museum visitors have a positive experience by providing exceptional customer service.
- Process admissions, membership and gift shop sales efficiently and accurately.
- Provide information (in person and over the phone) on the Museum, Moose Jaw and surrounding area.
- Participate in the day-to-day operation of the Museum.

Qualifications:

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



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Conditions:

- Salary range: \$14.46 - \$16.77/hour.
- Term: April 30, 2023 - August 19, 2023 (start date is flexible). 8:45 am - 5:15 pm, five (5) days per week, will include weekends.
- Employee Benefits Plan as per WDM Human Resources Policies.
- The successful candidate will be required to undergo a criminal record and vulnerable sector check.

Application deadline: March 31, 2023

Apply to:

Programs and Volunteer Assistant Selection Committee
Western Development Museum – Moose Jaw
50 Diefenbaker Drive
Moose Jaw, SK S6J 1L9

By E-mail: moosejaw@wdm.ca

Written or email applications only, please.

Only applications selected for an interview will be contacted.

This position is dependent on funding from Young Canada Works.

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