



Western Development Museum
North Battleford

Box 183, Hwys 16 & 40
North Battleford, SK S9A 2Y1

P: 306-445-8033
W: wdm.ca

The Western Development Museum - North Battleford is seeking a Programs and Volunteer Coordinator (approx. 20-month term)

GENERAL DESCRIPTION:

The Programs and Volunteer Coordinator supports the WDM in achieving its public trust responsibilities through the delivery of comprehensive and dynamic learning programs for diverse audiences. Implements the WDM Volunteer Program locally. Undertakes special projects assigned by the Museum Manager.

KEY RESPONSIBILITIES:

- Plans, develops, and delivers curriculum-based and public programs related to Saskatchewan history
- Ensures programs align with provincial curriculum and Museum goals
- Collaborates with staff to evaluate, update, and improve programming
- Builds and maintains relationships with educators, school boards, and community partners
- Conducts annual evaluations and gathers feedback to improve programs
- Develops and tracks performance measures for programming success
- Recruits, orients, trains, and evaluates volunteers
- Develops volunteer roles and job descriptions based on Museum needs
- Schedules volunteers and integrates them into all areas of Museum operations
- Plans and carries out volunteer recruitment campaigns (ads, social media, events, etc.)
- Oversees volunteer involvement in events and programs, providing support and supervision
- Maintains accurate volunteer records and reports participation statistics
- Works with Corporate Office to promote local programming and supports social media initiatives
- Supervises programming staff, volunteers, and summer students
- Assists in drafting funding proposals for educational and public programming
- Responds to educator inquiries and manages program registrations
- Maintains accurate records and prepares reports on program and volunteer activities
- Ensures volunteer information and engagement data are current and well-documented

QUALIFICATIONS:

- Requires a relevant undergraduate degree
- Minimum 3–4 years of related experience
- Equivalent combination of education and experience may be accepted

CONDITIONS:

Salary Range: \$25.62 - \$29.70 per hour

Work Schedule: 72 hours per 2 week pay period

Benefits: The WDM offers a comprehensive benefits package, including paid sick leave and employer paid health and dental coverage for eligible employees, as well as participation in the Public Employees Pension Plan with employer matched contributions. WDM is committed to providing a safe, equitable, and inclusive workplace.

Working Conditions: Work is in an office environment and in all Museum areas on a routine basis. Travels occasionally within the province and regularly within the North Battleford area.

Location: This position works on-site at the WDM North Battleford location.

Job Description: Attached

The successful candidate will be required to undergo a criminal record and vulnerable sector check.

If you're interested in joining our team, please submit a **single document with your resume and a cover letter included**, outlining your qualifications and experience to nbcareers@wdm.ca.

Applications will remain open until a suitable candidate is found.

Apply to:

Program and Volunteer Coordinator Selection Committee
Western Development Museum—North Battleford
Highways 16 &40
North Battleford, SK S9A 2Y1
nbcareers@wdm.ca

Written or email applications only, please.

We thank everyone for applying for this position. Only applicants selected for an interview will be contacted.

The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact Breanne at 306-934-1400 EXT 1120 or blessard@wdm.ca.

Job Title: Programs & Volunteer Coordinator	Position: NB 3 ED Date Approved: January 8, 2026
Supervisor: Museum Operations Manager	
Direct Reports: Summer students	

Position Mandate: Supports the WDM in achieving its public trust responsibilities through the delivery of comprehensive and dynamic learning programs for diverse audiences. Implements the WDM Volunteer Program locally. Undertakes special projects as assigned by the Museum Operations Manager.

Representative Duties

Programming

- Plans, prepares and delivers a broad range of curriculum related programs for students to introduce them to the Museum and educate them on aspects of Saskatchewan history.
- Plans, prepares and implements a broad range of public programs and activities designed to engage visitors and introduce them to aspects of Saskatchewan history.
- Works with Departmental staff to create, implement, update and evaluate programs, ensuring strong ties to Saskatchewan curriculum and history.
- Establishes and maintains relationships with local school boards and teachers, foster partnerships that include participation in, and evaluation of, educational programs.
- Establishes and fosters relationships within the community that support the work of the Museum.
- Undertakes annual evaluations of the Museum's programming, ensuring continuous improvement based on participant feedback.
- Develops outcomes and performance measures for all programming activities and regularly evaluates programs to ensure performance measures are being achieved.

Volunteer Program

- Administers the WDM Volunteer Program locally including recruiting, orientation, training and evaluation of volunteers and volunteer activities.
- Oversees the involvement of the North Battleford Volunteer Association in Museum activities.
- Ensures all WDM Volunteer Program policies and procedures are followed consistently.
- Identifies and develops volunteer roles and job descriptions to meet the needs of the Museum.
- Schedules volunteers according to the Museum's needs and supports the involvement of volunteers in all areas of Museum operations.
- Plans and implements volunteer recruiting activities (i.e., advertisements, social media posts, meet and greet events, job fairs, schools, etc.)
- Oversees volunteers and provides effective orientation and oversight.

Administration and Communication

- Works with the Corporate Office to communicate and promote local programming. Supports social media initiatives.
- Trains and oversees staff and volunteers performing work pertaining to programming. Supervises summer students hired to work in programming.
- Assists in creating proposals for funding in support of programming activities.
- Responds to educators' queries and requests, finalizes registration.
- Maintains accurate records on program participation. Prepares and submits reports on program outcomes to the Education Department.
- Ensures volunteer information is current and statistical information about volunteer involvement is accurately collected and reported.

Education and Experience

The position requires a relevant undergraduate degree and a minimum 3-4 years of pertinent experience. An equivalent combination of education and experience will be considered.

Accountabilities

- The Museum offers a range of programming in alignment with the WDM Ends and strategic goals.
- The Coordinator enjoys solid and productive relationships with a critical mass of teachers and school boards served by the Museum. These relationships involve meaningful consultation and cooperation.
- The Museum offers a range of programming activities consistent with WDM's Ends and strategic goals.
- The Museum enjoys enough volunteers with the qualities needed to effectively fill the volunteer roles assigned to them. Volunteers are effectively recruited, trained, supervised and acknowledged.
- Volunteers express satisfaction with their role and relationships at the Museum.
- Established processes and procedures for maintaining volunteer information and tracking volunteer statistics are followed.
- Programs and events are tested, evaluated, and improved or discontinued to ensure fresh and relevant community interactions with the Museum.
- The administrative infrastructure required for effective program management and related record keeping exists and is in alignment with existing over-arching policies, procedures and guidelines.
- Staff receive the assistance they need to deliver services under tight timelines as requested.
- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public observations regarding the incumbent are positive and appreciative.
- The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage.
- Occupational health and safety requirements are maintained.
- Policies, procedures, laws and regulations relevant to the position are followed. Staff and volunteers supporting program activities comply with the policies, procedures, laws and regulations relevant to their roles.
- Appropriately allocates resources to meet museum needs within area of responsibility.
- Temporary and/or casual staff and volunteers understand their assignments and have the training and resources needed to complete them satisfactorily and safely.
- Remains current with professional standards and new developments in museum programming.
- Museum programs and events are appropriately communicated internally and externally.

Job Scope

Applies programming experience to design, develop and deliver programs and related services. Planning often involves coordination of service delivery through others, and integration of service delivery both within the museum and with other organizations. May provide input into the development of policies and procedures affecting Museum programming and volunteer management. Work is self-determined and assigned in terms of objectives, budget and schedule limitations, and critical areas that impact other departments. Reviews their own and others' work, prepares reports, proposals and submissions.

Interactions require the skill to deal with a range of people and situations. Leads project teams or groups in the delivery of programs and services. Shares confidential information appropriately.

Effort

Works with a large and diverse group of people as well as educational professionals, building and maintaining relationships and partnerships that are key to success in the position. Deals with fixed deadlines, uncontrollable volumes of work and frequent interruptions. Work can measurably affect several functions within the Museum and many problems are addressed through solutions involving a variety of possible approaches where outcomes are unknown. This may cause moderate stress.

Working Conditions

The incumbent works in an office environment and in all the museum's areas on a routine basis. Travels occasionally within the province and regularly within the North Battleford area.