



Western Development Museum
Yorkton

Box 98, Hwy 16A West
Yorkton, SK S3N 2V6

P: 306-783-8361
W: wdm.ca

Western Development Museum - Yorkton is accepting applications for the position of Programs and Volunteer Coordinator Assistant (Summer Student)

General Description:

The candidate will work directly under the supervision of the Programs and Volunteer Coordinator in a support role for education and public programming, and additionally with the Museum Assistant in the area of visitor services.

The successful candidate will gain valuable experience interacting with and assessing the needs of both in-person and online Museum visitors. This position presents an opportunity for the student to experience working with volunteers and staff and coordinating and managing activities and tasks in a professional museum setting.

Key Responsibilities:

- Become familiar with all aspects of museums, specifically the WDM Yorkton.
- Assist with the planning, implementation, and evaluation of in-person and online museum programming.
- Participate in the development and presentation of educational and public programming, value-added interpretation, and special events.
- Generate effective and creative ways to enhance public visitation and community engagement.
- Visitor service duties include processing admissions and gift shop sales; basic phone reception; providing tourism information; handling general Museum inquiries and directing specific inquiries to appropriate departments.
- Create and maintain a sanitary & welcoming environment in the reception, public facility, and gallery areas.
- General office and other duties as assigned.

Qualifications/Skills:

- Interest in and knowledge of Saskatchewan and Canadian history.
- Interest in developing new and innovative public/interpretive programs; previous knowledge and experience in public/interpretive program development are assets.
- Excellent written, oral and interpersonal skills.
- Ability to work independently as well as in a team situation.
- Interest in and ability to work with all ages of volunteers and the public.
- Be responsible and possess a high level of integrity.
- Excellent written and verbal communication skills.
- Strong computer skills.
- Ability to multi-task and meet deadlines.

Conditions:

- **Salary:** \$17.06/hour
- **Work Schedule:** Approximately 16 weeks full-time term position, 35 hours/week: May 3 - August 22, 2026 (exact start date is flexible).
- **Hours:** 9:00 am to 5:00 pm. Shifts include weekday, weekend and occasional evening work.
- The successful candidate will be required to undergo a criminal record and vulnerable sector check.

Application Deadline: April 15, 2026.

Apply to:

If you're interested in joining our team, please submit **your cover letter and resume**, outlining your qualifications and experience to <https://careers.risepeople.com/western-development-museum/en>.

Attn:

Summer Programs and Volunteer Coordinator Assistant Selection Committee
Western Development Museum - Yorkton
P.O. Box 98
Yorkton, SK S3N 2V6

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.