



Western Development Museum  
Moose Jaw

50 Diefenbaker Drive  
Moose Jaw, SK S6J 1L9

P: 306-693-5989  
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## **WESTERN DEVELOPMENT MUSEUM - MOOSE JAW is now accepting applications for position of Summer Programs and Volunteer Assistant**

### **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 at the Moose Jaw location. 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.**

### **Key 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.
- Conduct orientations and facilitate programs to school groups.
- Develop curriculum connected Museum Quests for school groups.
- Assist with the delivery 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.
- Assist with day-to-day operations of the K + S Potash Short Line 101.
- 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 or History.
- 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.

**Conditions:**

- **Salary:** \$17.07 an hour
- **Work Term:** 16 weeks from May 4 - August 22, 2026
- **Work Schedule:** 40 hours per week. Hours of work are 8:45 am - 5:15 pm and will include weekday, weekend and occasional evening work.
- The successful candidate will be required to undergo a criminal record check.

**This position is funded through the Canadian Museum Association's Young Canada Works Program.**

**The candidate must be:**

- between 16 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- Recent immigrants are eligible if they are Canadian citizens or permanent residents.

**Application deadline: April 5, 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:

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

*We thank everyone for applying for this position. Only applicants selected for an interview will be contacted. This position is dependent on funding from the Canada Summer Jobs program.*

*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](mailto:blessard@wdm.ca).*