

JOB VACANCY

Program Interpreter Level I

Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

Position Summary

The Program Interpreter I is primarily responsible for the facilitation of birthday parties. The Program Interpreter I is also responsible for assisting with rentals and special events as well as providing exemplary customer service and interacting with children and families in the museum galleries. The Program Interpreter I will work in cooperation with other museum staff to ensure that all guests to the museum have a positive and enjoyable experience.

Department: Visitor Experience - Public Programs
Reports To: Program Coordinator
Hours: 4 - 12 hours weekly (evening and weekend availability required)
Wage: \$11.90 - \$12.65 per hour

Responsibilities

| | Time |
|--|-------------|
| • Set up, facilitation, and clean-up of birthday parties, rentals, and events | 75% |
| • Provide exemplary customer service to all museum guests | 15% |
| • Deliver public programs | 5% |
| • Function as a member of the staff team and ensure the success of the museum through other duties as assigned | 5% |

Education

- Currently attending or completed high school
- Post-secondary education in elementary education, early childhood education, recreation, or other relevant program an asset

Experience

- At least 2 years related experience working with children and families

Skills Required

- Excellent verbal and written communication skills
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional educational environment

- Ability to work independently and in a team environment with staff, volunteers, and the general public
- Cultural awareness and sensitivity to working with staff, volunteers, and other stakeholders with a wide variety of needs

Skills Desired

- Ability to work in both official languages an asset
- Experience in delivering customer service in a friendly and outgoing manner

To Apply

- Forward resume and letter outlining suitability for this position to Allie Alsop, Director of Education and Exhibits, at aalsop@childrensmuseum.com.
- Applicant must demonstrate acceptable results on a Police Information/Vulnerable Sector Check and a Child Abuse Registry Check. Checks must be received in advance of start date.

Deadline

- Monday, November 23, 2020 by 4:30PM
- Interviews may be conducted as suitable applications are received