

## JOB VACANCY

### Program Interpreter Level II

#### 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 II is primarily responsible for the facilitation of school programs. The Program Interpreter II may also be responsible for assisting with STEAM Club and special events as well as providing exemplary customer service and interacting with children and families in the museum galleries. The Program Interpreter II will work in cooperation with other museum staff to ensure that all museum guests have a positive and enjoyable experience.

**Department:** Visitor Experience  
**Reports To:** Education Coordinator  
**Hours:** 3 - 15 hours weekly (daytime weekday availability required)  
**Wage:** \$11.95 - \$12.95 per hour

#### Responsibilities

	<b>Time</b>
• Set up, facilitation, and clean-up of school programs, STEAM Club, and special events	70%
• Provide exemplary customer service to all museum guests	15%
• Deliver public programs	5%
• Supporting the implementation of COVID-19 related safety procedures	5%
• Other duties as assigned	5%

#### Education

- Completed or currently attending post-secondary education in elementary education, early childhood education, recreation, or other relevant program
- Completion of high school

#### Experience

- Minimum one year of related experience working with children and families

#### Skills Required

- Excellent verbal and written communications skills
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional educational environment
- Experience in delivering customer service in a friendly and outgoing manner

- 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

### **To Apply**

- Forward resume and cover letter outlining suitability for this position to Manon Ottenbreit, Program Coordinator, at [mottenbreit@childrensmuseum.com](mailto:mottenbreit@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**

- Tuesday, October 19, 2021 at 4:30PM
- Interviews may be conducted as suitable applications are received