

## 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 - 16 hours weekly (evening and weekend availability required)  
**Wage:** \$11.95 - \$12.70 per hour

#### Responsibilities

	<b>Time</b>
• 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

### **Conditions Of Employment**

- Acceptable results on a Police Information/Vulnerable Sector Check and Child Abuse Registry Check
- Proof of COVID-19 Immunization
- Use of provided face mask

### **To Apply**

- Forward resume and letter outlining suitability for this position to Andrea Brickwood, Director of Education at [abrickwood@childrensmuseum.com](mailto:abrickwood@childrensmuseum.com)
- The Children's Museum is committed to fostering a working environment that supports diversity, equity and inclusion; and welcomes applications from all, especially those from under-represented groups. If you require accommodation when applying, please contact [abrickwood@childrensmuseum.com](mailto:abrickwood@childrensmuseum.com)

### **Deadline**

- Friday, July 29, 2022 by 4:30PM
- Interviews may be conducted as suitable applications are received