



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Summer Programming Assistant

(Job ID# 2019.36S)

**Department:** Recreation & Culture  
**Division:** Cultural Services  
**Location:** Pioneer Village & Archives  
**Status:** Seasonal (May 22, 2019 – August 25, 2019)  
**Number of Positions:** 3  
**Scheduled Hours/Shifts:** various  
**Wage Range:** \$14.00  
**Date Posted:** February 25, 2019  
**Date Closing:** March 11 2019

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose:

The successful applicants will research themes related to the history of early settlement that can be translated into particular demonstrations, activities, crafts and games that explore these themes. ***For full details, please see attached job description.***

### Qualifications:

Minimum one year university or college in an appropriate field and possess experience working with children in an informal education and recreation setting. The ideal candidate must also possess organizational, communication and leadership qualities. Familiarity with a museum, heritage, cultural or not-for-profit organization is considered an asset, as is the ability to work both independently and in a team environment. A valid driver's licence or access to transportation is required. The successful candidate must supply the employer with a **positive Vulnerable Sector Check**. Candidates **must be available to work weekends**. All candidates must be legally entitled to work in Canada, be a Canadian citizen, permanent resident or have refugee status in Canada, and be between 16 and 30 years of age at the start of employment. Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.

### How to apply:

Please forward your cover letter and resume by **March 11, 2019**, identifying the job title and ID# **2019.36S** in the subject line to [careers@georgina.ca](mailto:careers@georgina.ca) or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

### Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, **it is** important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## **JOB DESCRIPTION**

**JOB TITLE:** Summer Programming Assistant

### **PRIMARY FUNCTION:**

Research themes related to the history of early settlement that can be translated into particular demonstrations, activities, crafts and games that explore these themes.

### **WORKING PROCEDURES:**

- Create a summer day camp schedule that outlines how and when children ages 7-12 will participate in these demonstrations, activities, crafts and games;
- Create supply lists for each week of programming that adhere to budget considerations;
- Prepare and set up the demonstrations, activities and games in advance of the program date;
- Assist and supervise children ages 7-12 during each week of programming;
- Support the work of other programming staff by sharing resources and ideas whenever necessary;
- Ensure programming site is prepared to receive visitors by following the guidelines stated in the Maintenance & Security Checklists;
- Assist other Georgina Pioneer Village & Archives staff with maintenance of the Maintenance & Security Checklists;
- Provide a positive and safe recreational learning experience for the youth participating in the summer programs;
- Liaise with parents and guardians regarding their child's participation status;
- Compile basic qualitative data on the summer programs being delivered that will be used to evaluate their success;
- Provide continual feedback to the employer regarding the employee's personal work experience and make viable recommendations on how to improve this experience in the future;
- Considering the start date of this position, the student will have the opportunity to get used to working with children in a historic setting prior to the start of camps; and
- The Georgina Pioneer Village & Archives hosts several school visits during the spring. The Summer Programming Assistants will participate in the delivery of these programs.
- Other duties as assigned.

### **SKILLS/KNOWLEDGE REQUIREMENTS:**

As an ideal candidate, you have a minimum of one-year University or college in an appropriate field and possess experience working with children in an informal education and recreation setting. The ideal candidate must also possess organizational, communication and leadership qualities. Familiarity with a museum, heritage, cultural, or not-for-profit organization, is an asset, as is the ability to work both independently and in a team environment. A valid driver's licence or access to transportation is required. The successful candidate must supply the employer with a positive Vulnerable Sector Check. Candidates must be available to work weekends.

All candidates must be legally entitled to work in Canada, be a Canadian Citizen, permanent resident or have refugee status in Canada, and be between 16 and 30 years of age at the start of employment.

**Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.**