



Museum of Ontario  
Archaeology  
*History In Your Hands*

## **Summer Camp Counselor: Work Study Job Posting**

The Museum of Ontario Archaeology is seeking Summer Camp Counselors for the summer season (July and August 2016) – training will be held June 29 and 30, 2016.

Summer Camp Counselors ensure children attending our summer day camps have a positive museum experience and are responsible for delivering hands-on theme based children's activities. Key responsibilities include:

- a. Monitoring children, ensuring their safety at all times
- b. Engage with children ensuring they receive an enriching camp experience
- c. Assist with the delivery of camp games, crafts, and activities
- d. Maintain a healthy team environment through mature, responsible and cooperative behaviour

The ideal candidates will have the following skills:

- Experience working with children; experience in a camp environment is an asset.
- Excellent time management and organizational skills.
- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- A positive attitude and strong work ethic which strong attention to detail.
- An interest of archaeological practices and Canadian Aboriginal history.

Note: Students will work off campus at the Museum of Ontario Archaeology (located near Wonderland Rd and Fanshawe Park Rd). Hours will be Monday to Friday, with no evenings or weekends. The position also involves working in an outdoor environment for some program activities with exposure to seasonal temperatures, direct sunlight and insects.

To be eligible for this position you must be a Western University student and approved for the work study program through the Office of the Registrar, Student Financial Services

Please e-mail resume and cover letter to:

Katie Urban, Learning Coordinator  
Museum of Ontario Archaeology  
1600 Attawandaron Road  
London, ON N6G 3M6  
519-473-1360 (81393)  
katie@archaeologymuseum.ca

## **Summer Camp Counselor: Work Study Job Description**

Under the direction of the Learning Coordinator and the Senior Camp Counselor, the Summer Camp Counselor is responsible for delivering interactive themed based programming to children ages 5-9. Themes are related to the broader theme of First Nations, Ontario, and Canadian history, and archaeology.

### **RESPONSIBILITIES:**

#### **1. Summer Day Camps**

- a. Assist in the delivery of interactive activities programming to children ages 5-9 during the summer camp.
- b. Ensure children are safe and having fun at all times.
- c. Monitoring camp craft supplies and materials for camp craft, games and activities.

#### **2. Children & Youth Programs**

- a. Assist in the delivery of children's programs in keeping with MOA's mission.

#### **3. Administration**

- a) Ensures privacy requirements are maintained to highest.

### **RELATIONSHIPS**

The Junior Camp Counselor must maintain and encourage positive and professional relationships with the campers, parents, donors, Museum of Ontario Archaeology board and committee members, Museum members, staff and volunteers.

### **SUPERVISION RESPONSIBILITIES**

The Summer Camp Counselor has no direct supervisory responsibilities but as requested by the Learning Coordinator and/or Senior Camp Counselor will assist with training new staff and volunteers on specific educational activities.

### **EXPECTED OUTCOMES**

- Increase participants love of museum's and Ontario's heritage.
- Ensure a safe and successful 2015 summer camp season.
- Increase participants' appreciation of, and respect for, Ontario's cultural diversity generally and First Nations history specifically.

**WORKING CONDITIONS**

- Frequent work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects.
- Monday to Friday work week, no evenings.
- Work is entirely with children.

**KNOWLEDGE / SKILLS**

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- Demonstrated ability to develop, deliver, and evaluate children's activities.
- Demonstrated ability to communicate effectively with children ages 5-9.
- Demonstrated ability to work with minimal supervision.
- Ability to develop and maintain effective working relationships with other employees, the public and the education and museum communities.
- Demonstrated organizational skills.
- Demonstrated time management skills.
- Demonstrated leadership and team-building skills.

## **Junior Camp Counselor: Work Study Job Posting**

The Museum of Ontario Archaeology is seeking Junior Camp Counselors for the summerr season (July and August 2015 – training will be held June 25 and 26).

Junior Camp Counselors ensure children attending our summer day camps have a positive museum experience and are responsible for delivering hands-on theme based children's activities. Key responsibilities include:

- e. Monitoring children, ensuring their safety at all times
- f. Engage with children ensuring they receive an enriching camp experience
- g. Assist with the delivery of camp games, crafts, and activities
- h. Maintain a healthy team environment through mature, responsible and cooperative behaviour

The ideal candidates will have the following skills:

- Experience working with children; experience in a camp environment is an asset.
- Excellent time management and organizational skills.
- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- A positive attitude and strong work ethic which strong attention to detail.
- An interest of archaeological practices and Canadian Aboriginal history.

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