



Museum of Ontario
Archaeology
History In Your Hands

Education Assistant: Job Posting

The Museum of Ontario Archaeology is seeking an Education Assistant for the summer season starting on May 16, 2016 and ending August 5, 2016. (40 hrs/week, \$11.35/hour).

Working in a variety of areas, the Education Assistant will be responsible for delivering education programs and leading workshops for school, day camp and tour groups, as well as interpreting the Museum for visitors. The position also offers the opportunity for the successful candidate to be involved in educational program development.

The Education Assistant will enjoy working with people of all ages and abilities and continually seek opportunities to enhance learning experiences and share information about MOA. The ideal candidate will have a background in history, education or First Nations studies. Prior work or volunteer experience at a museum or historic site is an asset. Prior work or volunteer experience at a museum or historic site is an asset.

In addition, the ideal candidates will have the following skills:

- A positive attitude and strong work ethic
- Excellent interpersonal and communications skills
- Ability to work with diverse groups of people including children.
- A strong interest and understanding of Canadian Aboriginal history and archaeology.
- The ability to work independently and in a team environment
- Able to provide a vulnerable sector police record check

This position is funded by Young Canada Works and candidates must meet the following eligibility requirements:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with YCW;
- have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- intend to return to full-time studies in the semester following the YCW job

Note: This position requires working in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects.

Please e-mail resume and cover letter by May 4, 2016 to:

Katie Urban, Learning Coordinator
Museum of Ontario Archaeology
1600 Attawandaron Road
London, Ontario, N6G 3M6
E-mail: learn@archaeologymuseum.ca



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Education Assistant Job Description

Under the direction of the Learning Coordinator, the Education Assistant is responsible for delivering interactive curriculum focused programming to students. The Education Assistant assists the Learning Coordinator with development and preparation of curriculum based education programming, gallery and site tours, and simulated archaeology digs. The Education assistant will also deliver community and summer camp programming as needed.

RESPONSIBILITIES:

1. Educational Programs

- a) Deliver curriculum based education programs offered by MOA.
- b) Deliver educational tours.
- c) Assist in the development and delivery of new learning programs for children and families.

2. Children & Youth Programs

- a. Assist in the development and delivery of children's programs in keeping with MOA's mission.
- b. Deliver education programming to community groups, including scouting, brownies, ESL programs, and adults.

3. Administration

- a) Ensures privacy requirements are maintained to highest.

RELATIONSHIPS

The Education Assistant must maintain and encourage positive and professional relationships with the public, teachers, parents, donors, Museum of Ontario Archaeology board and committee members, Museum members, staff and volunteers.

SUPERVISION RESPONSIBILITIES

The Education Assistant has no direct supervisory responsibilities but as requested by the Learning Coordinator will assist with training new staff and volunteers on specific educational activities.

EXPECTED OUTCOMES

- Increase participants understanding and appreciation of Ontario's archaeological heritage.
- Increase participants' appreciation of, and respect for, Ontario's cultural diversity generally and First Nations history specifically.

WORKING CONDITIONS

- Occasional work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects
- Occasional exposure to dust when working with artefacts
- Travel to different locations may be required depending on the program.
- Weekend work may be required and will be scheduled in advance.

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 museum programs.
- Demonstrated ability to communicate effectively in writing, and orally, and in front of small and large audiences including children and adults of all ages.
- 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 leadership and team-building skills.