



Camp Coordinator

The Museum of Ontario Archaeology is seeking a Camp Coordinator for the summer season. Anticipated start date is June 10 through to September 1, 2024. This position is 35 hrs/week, \$16.55/hr.

Under the general supervision of the Public & Education Programmer, the Camp Coordinator's primary responsibility will be assisting in the development and implementation of the Summer Camp program for children ages 6-12. They will serve in a leadership position, supervising the Junior Camp Counsellor Staff and volunteers. The successful candidate will also be involved in developing, planning, and implementing public programming initiatives and activities similar in nature to camp deliverables.

Work Tasks and Responsibilities include:

- Coordination and delivery of interactive camp programming for children ages 6-12,
- Assisting with the training and supervision of junior camp staff and volunteers,
- Planning and delivering day-to-day camp activities,
- Assisting in the administration, planning and supervision of Summer Day Camp,
- Monitoring camp craft supplies and materials for camp crafts, games, and activities,
- Ensuring the maintenance of a clean and safe camp environment,
- Assisting in the delivery of interactive educational programming to groups and other visitors.

The Camp Coordinator will have the following skills:

- Experience working with children (in a classroom or camp setting would be an asset)
- A positive attitude and strong work ethic
- Excellent attitude and communication skills
- Experience with public speaking and delivering educational programs would be an asset
- Creative thinker, who thinks outside the box
- A keen interest and understanding of Canadian/Ontario archaeological heritage
- The ability to work independently and in a team environment
- A current First Aid and CPR certificate
- Proficient in MS Office Suite
- Experience in supervisory or leadership role would be an asset
- A clean criminal record and vulnerable sector check prior to employment

The Camp Coordinator will have a background and interest in Education, Anthropology/Archaeology, Public History, Museum Studies, First Nations studies, or similar University program. They will possess both a positive attitude and a strong work ethic.

1600 Attawandaron Road • London, ON • N6G 3M6

T: 519-473-1360 • F: 519-850-2363

E: info@archaeologymuseum.ca

Charitable Registration: 119049641RR0001

This position is supported by funding from the Young Canada Works in Heritage Organizations program and is subject to confirmation of funding. Candidates must register with Young Canada Works online and meet the Young Canada Works general student eligibility criteria. They must be a high school, college, CEGEP or university student; between 16 and 30 years of age inclusively at the start of employment; a Canadian Citizen, Permanent Resident or recognized Refugee in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible); and be legally entitled to work in Canada (hold a valid Social Insurance Number). Please include in your cover letter how you meet the Young Canada Works eligibility requirements. For more information about the Young Canada Works program, please see the following webpage: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

The Museum of Ontario Archaeology is committed to diversity and inclusivity in our employment practices. We promote the independence, dignity, integration, and equality of opportunity with persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations, including alternative formats, are available for all parts of the recruitment and selection process. Women, persons with disabilities, visible minorities and Aboriginal candidates are encouraged to apply.

Characteristics of City/Region:

The Museum of Ontario Archaeology is located in the northwest corner of the City of London, the traditional territory of the Munsee-Delaware, Anishinaabe, Haudenosaunee Peoples and their Ancestors who have lived here from Time Immemorial. First named as a settler village by John Graves Simcoe in 1793, London has a rich and deep archaeological past, with evidence of human occupation from the period of glacial recession approximately 13,000 years ago, to the vibrant city that it is today. Adjacent to the Museum is a 500-year-old village once inhabited by approximately 2,000 Indigenous agriculturalists, today known as the Lawson Site. This site is considered one the region's largest settlements before European contact.

Museum of Ontario Archaeology website: www.archaeologymuseum.ca

London is situated in the Western part of Ontario, Canada. The city hosts the seat of Middlesex County, and it is located halfway between Toronto and Detroit.

You must include in your covering letter how you meet the Young Canada Works eligibility requirements.

Applications will be due by April 30, 2024

Please e-mail resume and cover letter to:

Leeanne Doxtator, Public & Education Programmer
Museum of Ontario Archaeology
leeanne@archaeologymuseum.ca