



Job Posting: Summer Programs Coordinator

15 Week Contract: (40 hours per week, Monday - Friday)

Rate of pay: \$16/hour

Application deadline: March 31, 2023

Start date: May 29, 2023

About OMAH:

OMAH acts as steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well support Orillia's growing arts community by providing facilities for workshops, education, and professional development.

Purpose of Position:

The Orillia Museum of Art & History (OMAH) is a not-for-profit charitable organization supported by numerous stakeholders and community partners. The Summer Programs Coordinator is an integral member of the staff team supporting the Arts and History Programming Coordinators in designing, developing and delivering interpretive programs. The Summer Programs Coordinator will be working with volunteers that support all areas of the museum's operations.

Duties and Responsibilities:

The Summer Programs Coordinator will complete and/or assist with the following tasks and projects:

1. Review Strategic Plan, Operational Plan and review programs that have been designed, developed and delivered since the pandemic began.
2. Design and develop Curriculum rooted Summer Camp content and lesson plans for children aged 5-14 (that can be delivered onsite or virtually).
3. Supervise volunteers, counselors and campers/program participants.
4. Instruction of day camp and community outreach programs.
5. Design and develop children's interactive activities for OMAH exhibitions.

Knowledge:

- Post-secondary student enrolled in a degree or diploma program in either History, Arts, Education, Communications)
- A background in Early Childhood Education is an asset
- Working with volunteers an asset
- Previous experience working with children and youth is a requirement
- Interest in community engagement, arts, heritage

Skills:

- Excellent computer software skills, in particular, using Excel, Word, and social media
- Design software experience an asset, but not a requirement
- Strong computer, organizational, communication (written and oral), problem solving skills
- Neat, organized, able to work independently and interdependently, welcoming to the public
- Flexibility to adjust to dynamic work environment
- Ability to remain calm and interface effectively with members of the public, staff and volunteers
- Courtesy towards colleagues

Abilities:

- work as a team member and independently, meet deadlines, creative thinker, innovative
- proactive problem solver
- friendly and outgoing
- accountable and reliable

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to executivedirector@orilliamuseum.org in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.

This position is contingent on receiving funding from Young Canada Works.