 Job Posting

**KidsCamp Assistant**

**Contract – May - September
(Salary Range: $ 17.80** *(includes 4% pay in lieu of vacation)* **)
35 hours/ Week**

**Grey Roots**

The County of Grey is currently recruiting KidsCamp Assistants (3 Positions) or Co-op Placement to work in the Engagement Department at Grey Roots Museum & Archives for a 16 week contract from May to September.

Reporting to the Programs Coordinator, KidsCamp Assistants will deliver public, school and kids focused programming. The primary duty is to assist with coordinating and supervising Grey Roots Summer KidsCamp activities as well as research and develop the KidsCamp program. The KidsCamp Assistant also has a role to play in helping the Engagement Department with special events and additional programming for both children and adults, as required. Grey Roots offers numerous special events and community programs, especially during the summer months.

**Position Overview**

* Researches, develops and delivers daily lesson plans for up to ten weeks of KidsCamp programming
* Arranges for necessary materials, equipment and supplies to be available for activities such as craft materials, toys, games, etc.
* Ensures the maintenance of a safe and clean environment for children, other staff, and volunteers
* Assists in maintaining medical, emergency, safety and permission documents as well as other administrative details
* Maintains open and effective communication with parents of participating children
* Participate in Grey Roots Engagement programing and special events.
* Assists in all activities, special on-site events; adult and children’s programming, both on and off site.
* Maintains skills at a high level. Participates in training and development opportunities as suggested and arranged by the Programs Coordinator.
* May be required to write about topics relating to Grey Roots for newsletters, newspapers or the web as required.
* Responsible as an employee for Occupational Health and Safety.
* Participates in other related Grey Roots activities assigned by the Programs Coordinator including providing interpretive programs to the general public.
* Work is often performed in public spaces both indoors and outdoors and involves a high degree of contact with children and the general public.

**Required Knowledge, Skills and Experience**

* A student, returning school in the upcoming academic year working towards a post-secondary diploma/degree in museum studies, education, tourism, communications, or related field.
* Good organizational, time management, verbal and written communication skills, ability to prioritize, problem solve, and handle multiple duties and interruptions effectively.
* Excellent public speaking skills, creativity and research skills; ability to engage with visitors of all ages.
* Friendly, outgoing, courteous personality; basic knowledge of Grey County history an asset.
* Previous customer service experience and training is an asset.
* Knowledge of Ontario education curriculum is an asset.

**Information for Interested Candidates**

A detailed job description and instructions on how to apply are available on the County’s website, [www.grey.ca/careers](http://www.grey.ca/careers)

Candidates for the above position are invited to submit resumes prior to the submission deadline: **January 11, 2023** at **4:30pm** to:careers@grey.ca

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer.  Accommodations are available for all parts of the recruitment process.  Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver’s Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*