

Job Posting

Title: Youth Programs Assistant

Number of Positions: 1

Reports to: Operations Manager

Compensation: \$18.00/hour

Location: Ottawa, ON (Carp)

Employment Type: Summer student; hourly full-time with up to 37.5 hours/week, Monday to Friday.

Application Deadline: Monday, April 8, 2024, 4:00 p.m. ET

The Diefenbunker is Canada's most significant surviving Cold War artifact — it is an impressive four-storey underground facility that operated as the country's central communications headquarters during the Cold War, ready at any moment in case of a nuclear attack. Today, it is a one-of-a-kind museum and national historic site, telling stories of national and international importance and welcoming visitors from around the world.

POSITION SUMMARY

The Youth Programs Assistant provides high-quality planning and delivery for summer youth programming. They contribute to the mandate of the museum by expanding the site's interpretation through the development of educational and engaging activities for our youth camp, including 30-minute lessons, themed crafts and games, and tours of the site tailored to a younger audience.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Develop and deliver summer day camp youth programming;
- Perform research and develop new history-based or espionage-themed lesson plans;
- Create weekly schedules for programming to be facilitated by front-line staff;
- Prepare all materials for activities;
- Track all expenses for supplies against a provided budget;
- Ongoing communication with youth camp leads to ensure programming runs efficiently;
- Provide support with special events, rentals, outreach programs, and promotional events, on and off site;
- Assist in ensuring the museum is presentable through cleaning and other light maintenance;
- Foster a collaborative work environment in which employees feel supported, trusted, and respected while ensuring to communicate and demonstrate the museum's messages, policies, and values in a professional and respectful manner.

POSITION REQUIREMENTS

- Meets the requirements for [Young Canada Works](#);
- Ability to provide Vulnerable Sector Police Check;
- First Aid/CPR C Certificate;
- Strong communication skills and excellent presentation skills;
- Adaptability, innovation, as well as proven ability to work in a team environment;
- Experience working with children and youth;
- Creativity and ability to engage and work with children;
- Familiarity with computers and Microsoft programs such as Outlook, Excel, Word, and PowerPoint.

POSITION ASSETS

- Current student in a related field (museumology, history, communications, education, or comparable studies);
- Experience in delivery or design of educational materials;
- Interest in history.

To Apply

If you are interested, please send your cover letter and resume with the subject line "[Your Name] – Youth Programs Assistant" to m.boyd@diefenbunker.ca.

Thank you to all applicants for their interest. Only candidates selected for an interview will be contacted.

Please note that there is no public transportation to the Diefenbunker from Ottawa.

All positions are subject to funding approvals.

Diefenbunker: Canada's Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce. For more information about the Diefenbunker, please visit diefenbunker.ca.