



# Kawartha Settlers' Village

## Education Program Assistant

### **Job description:**

SUMMER EMPLOYMENT OPPORTUNITY

Kawartha Settlers Village

Education Program Assistant (35 hours/wk.)

\$14.00 /12 weeks (Dependent on grants - grant restrictions apply)

Assist the Education Program Leader with the planning and delivery of the day program for the pioneer education program to the Schools attending Kawartha Settlers' Village.

Assist with the planning and delivery of the four weeks of summer camp focusing on learning about settlers' lives/skills and differences in lifestyles between the past and the present.

Assist the Artifact Coordinator to prepare space and organize the display and receipt of artifacts.

Assist with the gathering & documentation of information on artifacts and data entry.

Serve as a team member to provide assistance, on a relief basis, to the Office Coordinator.

Tasks could include greeting visitors, conducting tours, answering telephone calls and preparation for events.

Pending grant approvals there will 1 position at Kawartha Settlers' Village. For more information, please visit our Facebook page: [www.facebook.com/settlersvillage](http://www.facebook.com/settlersvillage) or [www.settlersvillage.org](http://www.settlersvillage.org)

The successful candidates will have completed at least one year of post-secondary degree and will be going back to school in History, Cultural Studies, Museum Studies or Education, directly related experience will be an asset. The individuals should be able to work with the public, volunteers and be computer literate.

To be eligible, students must:

- be between 16 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be willing to commit to the full duration of the work assignment;

We are an equal opportunity employer. We like to thank all who have applied for these positions but only those who have been selected for an interview will be contacted.

Those interested in applying for this position should forward a complete resume with cover letter to the address listed below no later than 4:30 pm Friday, April 6, 2017.

Kawartha Settlers' Village  
85 Dunn St.  
PO Box 755  
Bobcaygeon, ON. K0M 1A0  
Or [info@settlersvillage.org](mailto:info@settlersvillage.org)