

Job Description

Position Title: Education Coordinator (12 Month Contract Maternity Leave)

Location:

Ruthven Park National Historic Site

243 Haldimand HWY 54, P.O. Box 610

Cayuga ON NOA1E0

Ruthven Park is a not-for-profit, charitable organization and a National Historic Site with a focus on heritage preservation and presentation, tourism, education and the environment.

Closing Date: January 9, 2019

Start Date: February 4, 2019

Reports To: Chief Administrative Officer

Summary of the Position:

The Education Coordinator reports directly to the Chief Administrative Officer, Ruthven Park. The Education Coordinator is responsible for all aspects of school and summer camp programming on the site: creating, advertising, booking and running programs. In addition to school and camp programming, the Education Coordinator is also responsible for assisting with visitor services: providing public tours, assisting with public event development and delivery, supporting administrative duties at the park and performing other duties where needed.

Principal Responsibilities:

Education Programs and Camps:

- Learn the 2019 formal and informal programs and develop new programs offered at Ruthven Park
- Familiarize yourself with birds (at Ruthven) and the process of bird banding, trails and native plants
- Organize and deliver 2019 Spring, Fall and Winter Education programs (environmental and historic)
- Ensure that programs have been invoiced, paid and given receipts
- Plan, advertise and lead summer 2019 camps
- Respond and liaise with teachers: phone, email and in-person
- Provide information, reports and other support to the CAO and other staff as required
- Work with staff to develop and market site, including programs
- Update and ensure the accuracy of all Education related databases
- Establish network of partnerships
- Assist in the planning and delivery of 2019/and early 2020 events and outreach activities: Christmas, Family Day, March Break

Education and Work Experience:

- Bachelor of Education or a post secondary degree in a museum education related field: Museum Studies, Recreation and Leisure Studies.
- Teaching Experience: using lesson plans, working with Ontario Curriculum, historic and outdoor programming experience, and experience running summer camps.
- Experience working in a not-for-profit organization and museum setting is **highly desirable**

Knowledge and Skills:

- Exemplary interpersonal and communication skills with strong customer service skills
- Highly developed time management and organizational skills
- Detail Oriented
- Ability to work independently in a sometimes-high pressure environment (i.e. when running programs and events by yourself)
- Competent working with a team during events and with a summer student during Ruthven's Summer Camps.
- Flexibility
- Creativity when designing learning resources and activities
- Self motivated
- Ability to work with people of all ages
- Confidence in dealing with visitors in groups, providing talks, workshops, etc.
- Enthusiastic and Energetic
- Interest in historic site sector
- Knowledge and sensitivity to cultural, social and disability issues
- Current First Aid Certification with CPR C

Physical Demands:

Moderate: Lifts supplies, moves furniture, standing for long periods of time, hiking, stairs are involved with all programs.

Work Schedule: Work weeks are typically 37.5 hours per week – five days per week at 7.5 hours a day and one -half hour unpaid lunch. Evening and Weekend work required.

Rural Location:

We are situated in a rural location without public transportation.

Please direct resume with cover letter by email to:

Marilynn Havelka, CAO Ruthven Park

marilynn@ruthvenpark.ca

Please note that all applications are appreciated, but only those candidates selected for an interview will be contacted. The successful candidate will be required to submit and up to date police check with vulnerable sector screening.