



Position: Summer Program Assistant
Work term: September through December
Hourly Wage: \$14.00 per hour
Hours: Part-time up to 19 hours per week

Position Duties:

Reporting to the Community Program Coordinator, the Summer Program Assistant will be responsible to assist in the planning and delivering programming virtually. The Summer program Assistant will also work to support the Heritage Committee. The Heritage Committee is a volunteer Committee of Council that preserves and catalogues the heritage of the Township. The Summer student will assist in promoting public participation in heritage matters through education and information sharing. They will encourage citizen participation in celebrating our collective cultural heritage. The Summer Program Assistant will work with the Community Program Coordinator to launch online initiatives

Qualifications:

The successful candidates will be creative with a mature, responsible attitude, and must have strong organizational and exceptional interpersonal skills.

The ability to listen and communicate in a positive and respectful manner is essential.

Ability to work efficiently with other team members.

All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years of age for persons with a disability, within the meaning of s.10 of the Ontario Human Rights Code, R.S.O. 1990, c. H.19, as amended from time to time.

Job Responsibilities:

Assist with the planning, developing and implementing of the assigned virtual program and/or virtual event in consultation with the Community Program Coordinator and the Heritage Committee.

Research, explore and identify heritage assets, including built structures, land features, historical artifacts and cultural historical resources.

Deliver programs in a positive and enthusiastic manner and supervise the participants (where applicable), ensuring that health and safety standards are met.

Request, maintain and plan for supplies and equipment and ensure that it is all in good working order.

Assist in communication with participants, service providers, vendors and volunteers as needed.

Advise the Community Program Coordinator of any problems related to programs, events, equipment or public inquiries.

Assist in recording and compiling data on program and event participation levels and complete evaluation reports.

Interested applicants are invited to submit their resume in confidence no later than **4:00pm on Tuesday September 1st, 2020** to the attention of:

Jennifer Steen

Township of Alnwick Haldimand
Community Program Coordinator
10836 County Road #2, PO Box 70
Grafton, ON, K0K 2G0
Email: jsteen@ahwp.ca

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Hiring will be conditional based on a successful Criminal Reference Check.

The Township of Alnwick/Haldimand is an equal opportunity employer. Please note that accommodations are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please e-mail your request to jsteen@ahwp.ca or call 905-349-2822. Alternative formats of this job posting are available upon request. In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.