



The CANADIAN CANOE MUSEUM
Le MUSÉE CANADIEN du CANOT

Position: Community Engagement Facilitator

Reports to: Director of Programs

Contract: 8 weeks, 30 hours/week, with frequent weekend work required, occasional shifts in June available

Dates: July 9 to August 31

Salary: \$15/hour

Location: The Canadian Canoe Museum, various outreach locations

Responsibilities

The Community Engagement Facilitator will develop and deliver tours, programs & experiences to increase engagement with arts, history and culture at the Museum and in the community, including our Voyageur Canoe tours at the Lift Lock. This position will also support the Museum's participation in local celebrations and festivals with a goal to increase our engagement with the local communities and visitors to the Kawarthas. As well as development and delivery of these services throughout the contract, the Community Engagement Facilitator will, with support from the Director of Programs and the Museum's team, develop an outline for recommended community engagement initiatives in the future, and document the content, the successes and the challenges of the visitor services/experiences provided during the contract.

Duties include:

- Represent and support Museum at festivals and outreach events in the Kawarthas and beyond
- Work closely with all departments at the Museum to organize, prepare, market and implement outreach initiatives
- Setup and preparation of outreach programs
- Development and delivery for experiential in-Museum tours, experiences and other engagement activities
- In-Museum and outreach visitor services
- Deliver of custom and public Voyageur Canoe Tours at the Lift Lock
- Coordinate and maintain all outreach and canoe tour equipment and supplies
- Transport canoes and equipment between various community sites using a 12-passenger van and trailers of various sizes
- Research and outline community engagement strategies

Successful Candidates Will Possess:



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- Proven experience in community outreach and/or visitor services in cultural organization, and program support in a non-profit or museum setting
- Proven experience in program development or delivery in a community, arts or other non-profit organization that support visitors with disabilities, and/or other under-served populations
- Superior verbal and written communication and strong interpersonal skills
- Leadership experience, willingness to work in a team environment as well as demonstrated ability to work to high standards independently
- Education/interpretation planning and presenting experience
- Familiarity with The Canadian Canoe Museum and a personal connection to canoeing or kayaking an asset
- Post-secondary education in Indigenous studies, Canadian history, Tourism, Community Development or a related field
- Familiarity with Microsoft Office and Adobe

Minimum Qualifications

- Standard First Aid and CPR Level C
- Current and clear Criminal Record and Vulnerable Sector Checks
- Bilingual preferred (fluent in English, French and/or another language)
- Paddling experience, ORCKA Level 3 certification
- Bronze Cross or NLS preferred
- G class license with a clean driving record

The Canadian Canoe Museum is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Canada Summer Jobs eligibility

To be eligible for this position, which is made available through the Canada Summer Jobs program, applicants must:

- Be between 15 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 a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

Please submit your resume and a cover letter that highlights your interest in and compatibility for this position to Karen Taylor, Director of Programs, at



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karen.taylor@canoemuseum.ca by May 22 at 5:30pm. We regret that only those selected for an interview will be contacted.