



The CANADIAN CANOE MUSEUM
Le MUSÉE CANADIEN du CANOT

Position: Summer Outreach Coordinator

Reports to: Director of Programs

Contract: 8 weeks, 30 hours/week with frequent weekend work required

Dates: May 16 – to July 9, 2018, with option for occasional additional days in July and August

Salary: \$16/hour

Location: The Canadian Canoe Museum, various outreach locations in southern Ontario

Responsibilities

The Summer Outreach Coordinator will organize and attend outreach opportunities within the community including festivals, tradeshow and special events. They will also create and guide interpretive tours for canoe excursions on the Trent Severn Waterway in partnership with Parks Canada, its staff and senior Canoe Museum staff.

Tasks & Responsibilities:

- Work closely with all departments at the Museum to organize, prepare and implement outreach initiatives
- Represent the Canoe Museum at festivals, tradeshow and special events
- Work closely with the Marketing & Media Coordinator to market and promote outreach events and the Voyageur Canoe Tours program
- Work with supervisor to track revenue and expenses
- Oversee equipment repairs and maintenance
- Review and revise safety manual and risk management plan as needed
- Purchase first aid kit supplies, track inventory, and re-stock as needed
- Train, schedule and supervise canoe tour guides
- Develop canoe tour content and facilitate custom and public tours
- Transport canoes and equipment between various community sites using a 12-passenger van and trailers of various sizes

Minimum Qualifications

- Standard First Aid and CPR Level C
- Current and clear Criminal Record and Vulnerable Sector Checks
- Clean drivers abstract
- Experience and comfort with driving large vehicles and trailers

Successful Candidates Will Possess:

- Leadership experience, willingness to work in a team environment as well as demonstrated ability to work to high standards independently



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- Excellent group facilitation skills
- Education/interpretation planning and presenting experience
- Proven experience in coordination, scheduling, and program support in a non-profit or museum setting
- Superior verbal and written communication and strong interpersonal skills
- G class license and access to a vehicle
- Familiarity with The Canadian Canoe Museum and a personal connection to canoeing or kayaking an asset

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 or equivalent
- Bronze Cross or NLS
- G class license with a clean driving record

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

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

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 karen.taylor@canoemuseum.ca by May 11, 2018. We regret that only those selected for an interview will be contacted.