



Outdoor Programs Coordinator

Summer Position

The Northern Rockies Museum of Culture and Heritage is a small but mighty museum located in Hinton, Alberta. Our town is in a region of stunning natural beauty that is connected to history: the history of human life, industry, and tourism in the Northern Rockies is closely tied to the mountains and foothills. This summer, help us bring history and the outdoors together!

Join our team as the Outdoor Program Coordinator. You will be responsible for working with our fleet of canoes and kayaks, creating educational programs that give people a first-hand chance to experience our heritage rivers. You will also create a heritage driving tour and will have the option to develop nature walk programs, historical walking tours, and an astronomy program. You'll coordinate canoe rentals and maintain our canoes and trailers. This job will give you experience in outdoor leadership, entrepreneurship, education, and tourism.

The successful candidate will be responsible for:

- Developing and testing a canoe education programs
- Creating nature walk programming, astronomy programming, and a historical driving tour for the area
- Creating and running a watersport rental program at the Northern Rockies Museum
- Maintaining canoes, kayaks, and canoe trailers
- Assisting with programming and maintenance at the Northern Rockies Museum as needed

Qualifications

- Education or experience in outdoor leadership, physical education, education, business, or tourism
- Experience with maintaining canoes, kayaks, and canoe trailers is desired
- Excellent customer service skills
- Willingness to learn new skills and information
- Willingness to learn about developing educational programming.
- Ability to lift 50 pounds
- Willingness to work weekends and occasional evenings
- Willingness to work with youth
- Interest in history

IMPORTANT NOTE:

This is a position dependent on grant funding from Young Canada Works and Canada Summer Jobs. Applicants must fit the criteria of the Young Canada Works Program and the Canada Summer Jobs Program. To be eligible for YCW and CSJ, individuals must be a current student or recent graduate who must:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada
- Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible
- Be legally entitled to work in Canada
- Be between 16 and 30 years of age at the start of employment
- Meet the specific eligibility criteria of the program for which you apply
- Be registered in the YCW online candidate inventory
- Be willing to commit to the full duration of the work assignment
- Not have another full-time job (over 30 hours a week) while employed with YCW.

Although there is public transport within town, a car would be beneficial to the applicant if they are moving to the area for the summer.

This position runs from May 9 to September 2, pays \$20 an hour, and will be five days a week, 35 hours/week.

The Northern Rockies Museum is an equal opportunity employer.

Eligible candidates can submit cover letters and resumes to manager@northernrockiesmuseum.com by April 17, 2023