

## Job Title: Education Assistant



### Location:

Thunder Bay Museum

425 Donald Street E.

Thunder Bay, ON P7E 5V1

**Tel:** (807) 623-0801 **Fax:** (807) 622-6880

**Email:** [info@thunderbaymuseum.com](mailto:info@thunderbaymuseum.com)

**Web:** [www.thunderbaymuseum.com](http://www.thunderbaymuseum.com)

**Duration:** Causal

**Rate of Pay:** \$17.20/hour

**Tentative Start Date:** January 2025

**JOB DESCRIPTION:** Under the supervision of the Education and Outreach Coordinator of The Thunder Bay Museum, the Education Assistant will be trained in the planning and running theme-based Professional Activity (P.A.) days camp and March Break Camp for children 6 to 12 years old.

**PRIMARY QUALIFICATIONS:** Demonstrated organizational skills, good oral and written communication skills, experience with computers, keyboarding ability, and an interest in history and programming. Experience working with children is an asset. Post-secondary education preferred.

### CONDITIONS OF EMPLOYMENT:

1. Must sign a confidentiality agreement;
2. Experience working with children;
3. Excellent verbal and written communication skills, strong organizational skills, management skills, and a strong team player;
4. Are legally entitled to work in Canada;
5. Must have a clear Vulnerable Sector Check (VSC) record check;
6. Must have reliable transportation to the Thunder Bay Museum.

### WORKING CONDITIONS:

1. **Physical Demands:** This position involves physical exertion produced by the incumbent in carrying out the position's responsibilities beyond a standard office environment. The position requires the occasional ability to lift boxes above one's head, crawl, crouch, climb, lift, carry, and perform manual labour-related tasks. It also involves extended time sitting, walking, and standing.
2. **Environmental Conditions:** This includes conditions in the work environment that could negatively impact the incumbent. Areas of the job location may be

potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), with loud noises and temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.

3. Sensory Demands: Sensory demands are intense; incumbents must use touch, smell, sight, and hearing to perform their duties regularly.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

**ONTARIO HUMAN RIGHTS CODE:** It is a contravention of the Human Rights Code of Ontario to discriminate based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The Thunder Bay Museum will request the above documentation should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

**APPLICATIONS:**

Resume emailed or mailed to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum

425 Donald St. E.

Thunder Bay, ON P7E 5V1

[director@thunderbaymuseum.com](mailto:director@thunderbaymuseum.com)

**DEADLINE:** Until filled

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements. We appreciate your interest; however, only those selected for an interview will be notified.

**About the Thunder Bay Museum:**

The Society was founded in 1908 as a historical society, and a museum was added in 1942 and expanded several times since. Though much of its funding comes from the City of Thunder Bay, the Society is an independent, not-for-profit organization

that now operates a museum, archives, and historical society in a designated heritage building that has been restored, retrofitted, and leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent staff, many temporary contract staff, and dozens of volunteers. It also has a capital budget that varies depending on its needs. Staff include an executive director, curator/archivist, chief operations officer, exhibit curator, collections curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.