

## Career Opportunity

### Co-operative Education Centre and Gay Lea Dairy Museum – Education Program Coordinator

**Department:** Member Relations, Co-operative Education Centre and Gay Lea Dairy Museum

**Reports to:** Manager, Co-operative Education Centre & Gay Lea Dairy Museum

**Status:** CONTRACT: (May to September 2022)

#### Job Scope:

Do you have a passion for education? For community building? For developing and delivering engaging leadership-focused programs? Does the idea of working collaboratively with a small but mighty team of educators at a beautiful, forested 98-acre education centre excite you? If so, we want to hear from you!

The Co-operative Education Centre (CEC) - located at the Gay Lea Dairy Museum site just south of Aylmer, Ontario – is a multi-faceted education centre, featuring multiple classroom/meeting facilities, acres of event fields and trails, cabin accommodations and a robust education program for groups of all ages and abilities.

We are looking for an enthusiastic, inspired and creative individual to assist with the planning and delivery of our education program – which includes a teen summer leadership camp, an education retreat for adults, school field trips, and varied groups that visit the Museum.

If you are looking for an opportunity to develop creative and professional skills, be part of an exciting and growing project, and want to become a member of a dynamic team working in a business sector that values community, social responsibility, and people before profit; you could be the team member we are looking for!

#### Key Responsibilities:

- Being on-site during the Co-operative Young Leaders (CYL) program. This would require overnight accommodation on site for the duration of the event
- Assist kitchen staff with meals during the CYL program as required
- Assist in developing and implementing curriculum for education programming
- Assist in preparation and facilitation for special events, group tours and school visits
- Developing and sourcing team building initiatives & activities for the site
- Being on-site during other events, camps, workshops, programs etc.
- Working with the team to run the CEC/museum, which could include:
  - general reception duties such as answering phones, maintaining records or booking tours
  - light site prep/cleaning duties with rest of team
  - greeting guests and answer questions concerning exhibits and facilities
  - helping to set up/change exhibits and collections

#### Essential Attributes:

- pleasant and helpful
- ability to multi-task and manage several priorities

- enthusiastic, with a positive attitude
- responsible, reliable and have a strong work ethic
- alert, observant and security conscious
- trustworthy and able to work unsupervised
- good communication skills
- the ability to work as part of a team
- the ability to relate to people of all ages
- enthusiasm for meeting people

**Qualifications:**

- Preference will be given to those with a degree/diploma and/or equivalent experience in education, camp management/delivery, event planning, museum studies, tourism or marketing
- Comfort with public speaking and leading groups, classes, and/or camps is a definite asset.
- Previous experience with the CYL program would be beneficial
- Must be willing to submit a Vulnerable Sector Check, obtained no less than 12 months prior to the start of the position
- Standard First Aid and CPR would be assets

**Remuneration:** \$18-20 per hour

**COVID-19 Vaccination Policy:** The health and safety of our employees and customers is a top priority for Gay Lea Foods and therefore applicants will only be considered who are fully vaccinated, (preferably booster as well) subject to human rights considerations. **COVID-19 Considerations:** All protocols are in place at facility including, but not limited to, active screening before anyone is allowed on-site, mask/face shield/goggle use, social distancing, plexiglass barriers, cleaning protocols.

**Working Environment:**

The CEC/Museum operates Wednesday to Sunday, from May to Labour Day weekend. Depending on the programs running in a particular week, this role will include some weekend and evening shifts. Typically the hours will be 35 hours per week, however you may be offered extra hours some weeks for certain events or large group visits.

**Physical Demands:**

- Ability to lift 20 pounds
- Must be able to stand for extended time periods
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting required
- Ability to work outdoors in all temperatures/weather

If you are interested in applying for this position, please reference the position title in the subject line when you submit your resume to Craig Steven at [csteven@gayleafoods.com](mailto:csteven@gayleafoods.com) by Monday, April 4, 2022. Thank you.

*Gay Lea Foods is an equal opportunity employer and values diversity in our workplace. Reasonable accommodation is available upon request throughout our recruitment and selection process.*

***Love working at Gay Lea ~ Refer a friend!***

