

Program Stream: Young Canada Works at Building Careers in Heritage

Organization Name: [Canada's Sports Hall of Fame](#)

Job location: Calgary, AB – Work will be performed onsite, subject to Covid-19 restrictions.

Job Title: Indigenous Community Outreach Intern

Hourly Wage: \$19.00, 40 hours/week

of available positions: 1

Length of Assignment: 21 weeks

Term: November 1, 2021 - March 31, 2022 (*unpaid leave between December 27 - 31, 2021*).

RESPONSIBILITIES

Under the direction of the Manager, Education and Programming at Canada's Sports Hall of Fame, we are seeking one Indigenous Community Outreach Intern to:

1. Assist with the planning, coordination and delivery of a new education initiative called *Beyond the Win | Indigenous-Led*.
2. Assist with the development of education modules, including connections to provincial curricula, identified via the Indigenous Summit CSHoF hosted in October 2020.
3. Assist with the creation of a new speakers' package and supporting education materials, such as confirmation packages, booking and evaluation forms.
4. Create three Excel databases relating to Indigenous Community Leaders, Consultants and Hall of Famers.
5. Learn and help deliver the existing menu of *Artefact Talks* programs.

The *Beyond the Win | Indigenous-Led* education initiative aims to meet local Indigenous priorities that help youth to learn and embrace their culture through engaging with truly inspiring Indigenous role models. It also aims to amplify Indigenous voices by creating a platform for Hall of Famers to share their truths, teachings, and exceptional stories. This program is intended to reach Indigenous youth in elementary to high school with a long-term impactful and culturally sensitive approach. The program focuses on the transformative power of sport to optimize holistic health and nurture happiness and hope. The education modules are facilitated via virtual sessions delivered asynchronously and in real-time. They are developed in collaboration with Indigenous Peoples in each Hall of Famer's community in order to tailor the program to their students' specific needs, strengths and culture.

Artefact Talks are 45-minute virtual education programs delivered in real-time! With Q&A engagement and WebRotate 360® software showcasing one-of-a-kind artefacts, these inquiry-based education programs simulate an in-person field trip experience from the safety and comfort of the classroom!

TASKS

- Help develop and refine a sustainable program model focusing on relationship-building with key communities, and create a database identifying community leaders such as Elders, Friendship Centres, and Knowledge Keepers, in order to establish meaningful relationships and long-term impact.
- Help deliver and organize at least one of the four “pilot” programs to Indigenous youth, with the first program being delivered virtually by December 2021 (subject to Covid-19 restrictions).
- Research and develop relevant education modules as identified in the Indigenous Summit and culturally relevant activities (i.e. sport demonstrations, storytelling, beading, language revitalization activities, and/or other traditional cultural activities):
 - Module A – asynchronous pre-recorded information session;
 - Module B – synchronous Hall of Famer presentation;
 - Module C – synchronous enrichment activity; and,
 - Module D – asynchronous social media and community giveback opportunity.

**Also, assist as requested, with blessing/opening ceremonies and closing ceremonies.*
- Research and link provincial curricula to the education modules.
- Develop a new speakers’ package that provides information on the goals/overview of the program, themes identified in the Summit, provincial curricula connections and learning outcomes, checklists, links to presentation examples, education module options, use of memorabilia/artefacts, information on funders, considerations about clothing when delivering in front of a green screen/in a virtual environment, honouraria and travel/accommodation policies (post-Covid), etc.
- Develop supporting education materials, such as confirmation packages, booking and evaluation forms.
- Research, identify and request artefacts, quotes, signatures, and image requests for Indigenous Hall of Famer banners and collectible cards.
- Assist with creating Indigenous consultant and Hall of Famer databases, outlining their presentation topic/cultural activity, community and availability.
- Assist with coordinating programs based on all parties’ availability.
- Learn current interpretive and museum teaching techniques.
- Handle original artefacts in accordance with approved museum standards.
- Liaise with Hall of Famers, school representatives, Education Volunteers, and CSHoF staff in a professional manner.
- Learn how to appropriately request collections database materials from the curatorial department and access the research centre for program research and development.
- Learn existing menu of *Artefact Talks* education programs and deliver them virtually to students/participants of a variety of ages and demographics.
- Attend regular meetings with the education team to ensure that the content being researched and developed meets guidelines, department expectations and deadlines.
- Assist with any education-related task, as needed.
- Assist with the preparation of our annual exhibitor booth at the Calgary City Teachers’ Convention and other events hosted by CSHoF.
- Other duties, as assigned.

SUPERVISION

Supervision and professional support will be provided by the Manager of Education and Programming.

QUALIFICATIONS

The successful candidate must be a recent graduate of a museum studies, Indigenous studies, or education/teaching program and under the age of 30, per the YCW guidelines, at the beginning date of the term. Candidates must have good interpersonal skills and advanced computer knowledge using MS Office to successfully send professional correspondence to stakeholders via Outlook, record information in databases using Excel, create presentation slides using PowerPoint, and complete written projects using Word. Demonstrated [cultural agility](#) and/or previous experience working with Indigenous communities is a definite asset in order to understand the complexities of working with Indigenous Peoples as well as their strengths, needs and local priorities. Experience working with youth is an asset. Excellent organizational skills and an ability to work in a fast-paced environment to meet deliverables is very important. **Preference will be given to candidates that self-identify as Indigenous.**

To be successful in this role, the intern must possess: the ability to work both independently and as part of a team; excellent communication abilities (verbal, non-verbal and written); exceptional client service; adaptability and flexibility to manage shifting priorities; excellent grammar, spelling and creative writing skills with the ability to tailor education materials to the needs and learning outcomes of specific age groups and provincial curricula; and, comfort with public speaking and working with participants from a wide demographic. **The intern will be required to obtain a valid vulnerable sector police check.**

HOW TO APPLY

The preliminary application process will include submitting a resume (max. 2 pages) and cover letter (max. 1 page) in one document to Katelyn Roughley, Manager of Education and Programming at kroughley@cshof.ca along with a **creative** writing sample (one page or less) that demonstrates your written communication skills. Please state in your application how you came across this job posting. The application should be combined as one PDF. The application will be assessed on proper use of grammar and spelling, creativity, relevance to the role, candidate credentials/experience and the ability to follow specific instructions. **Applicants who do not follow the above guidelines will not be invited for an interview.**

Interviews will be conducted by the Manager, Education and Programming between October 4-15, 2021. A maximum of 5 candidates will be interviewed.

Interviews will consist of two parts: (1) A 3-minute **verbal** presentation (no visuals or PowerPoints are required) by the candidate about an [Indigenous Hall of Famer](#) of their choice inducted into Canada's Sports Hall of Fame (imagining that the audience comprises of students from grades 4-7); and, (2) a standard set of interview questions to determine their YCW eligibility and fit for the role.

Deadline for applications: October 1, 2021

Eligibility:

The successful candidate will be required to obtain a valid vulnerable sector police check (at no expense to them).

As per the 2021 [YCW eligibility requirements](#), an individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

Job Equity: Canada's Sports Hall of Fame is committed to the principle of equal opportunity. As an employer Canada's Sports Hall of Fame welcomes diversity in the workplace and encourages applications from all qualified candidates within the scope of each job opening. Applications are welcomed from all members of Canada's job equity groups.

Characteristics of City/Region:

Calgary is one of the fastest growing energetic cities in the world. In the past 20 years, Calgary has hosted more international sport competitions than the combined total of the three largest cities in Canada. The Calgary/Bow corridor area has been the primary training and preparation site for many of Canada's top athletes in winter and summer sports, both at the Olympic and Paralympic Games. Calgary is the only city in Canada where over 50% of citizens regularly visit museums and attend performing arts events. Calgary was designated a Cultural Capital of Canada for 2012. Metropolitan Calgary population 1.5 M.

Canada's Sports Hall of Fame officially opened in Calgary at Canada Olympic Park on July 1, 2011.

City of Calgary website: calgary.ca

Tourism Calgary website: visitcalgary.com

Calgary Attractions website: <https://www.calgaryattractions.com/new/>

Canada's Sports Hall of Fame website: sportshall.ca

Canada's Sports Hall of Fame's Education Programs: <http://www.sportshall.ca/visit/education-programs.html?lang=EN>

Indigenous Sport Heroes Education Experience: <http://indigenousheroes.ca/chapters/>