



CANADA'S SPORTS
HALL OF FAME
PANTHÉON DES
SPORTS CANADIENS

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Young Canada Works – Education Position

Virtual Education Assistant

2 positions are available subject to funding

Canada's Sports Hall of Fame
169 Canada Olympic Rd. S.W.
Calgary, Alberta T3B 6B7

Salary: \$15.00/hr

Job Description:

The Manager, Education and Programming seeks to hire a student to assist with education program initiatives for Canada's Sports Hall of Fame from May – August 2020.

The student will assist in the delivery of in-house and virtual education programs to K-12 students from May – June 2020 and to summer camp and virtual distance learning groups from July – August 2020. The student will handle original artefacts as part of program delivery and in accordance with approved museum standards. Training and shadowing opportunities will be provided. The student will also be expected to assist with special events, as required, including monthly "Who's in the Hall Wednesdays" events and the annual "Sport + Spirit Charity Gala".

Under the direction of the Manager, Education and Programming, the student will have three main responsibilities and/or project objectives:

(1) To assist with the delivery of in-house education programs to K-12 students from May – June 2020 (currently there are six in-house programs, including two new education programs: Boundless Sport and Olympic/Paralympic Moments) and to summer camp groups from July – August 2020 (currently there are four summer programs, three of which were developed last summer) while demonstrating museum best practices when handling artefacts;

(2) To work in collaboration with the Manager, Facility and Technology Integration to assist with the virtual delivery of "Sports and the Canadian Champions" Virtual Visit program primarily to STEM and Sports Discovery Camps in the Greater Toronto Area (this partnership was established in the fall of 2019 with the hopes of delivering up to 80 programs in the summer of 2020) as well as to other distance learning groups, as needed;

(3) To assist with expanding Virtual Visits by: (a) researching applicable provincial curriculum for Grades 4-9 for new virtual programs, as required; (b) researching content for future programs, including Hall of Famer stories and the use of featured artefacts; and, (c) researching, developing and writing content for teacher guides, specifically pre-visit and post-visit activities and applicable curriculum links, for existing Virtual Visit programs.

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Measurable Outcomes:

The Manager, Education and Programming will work with the students to establish detailed schedules at the commencement of the project with appropriate timelines for completion. The schedules will be reviewed during bi-weekly meetings with the education team, which is coordinated by the Manager, Education and Programming.

Quantitative measurements will include:

- Successful learning and delivery of at least 10 in-house education programs to schools and camp groups between May and August 2020.
- Successful learning and virtual delivery of at least 2 “Sports and the Canadian Champions” to distance learning groups between May and August 2020.
- The assigned program content (curriculum, research, and teacher guides) will be expected to be completed by the end of their contract.
- Student feedback will be requested throughout the contract to ensure project and student goals are being met. Students will also be expected to receive regular feedback, including constructive criticism.
- Students will complete final reports to YCW at the end of the project and will be encouraged to submit a success story to YCW.

Description of Tasks:

Students will:

- Learn current interpretive and museum teaching techniques while also expanding public speaking skills through the delivery of education and summer camp programs, both in-house and virtually.
- Learn how to handle original artefacts in accordance with museum standards.
- Research provincial curriculum for grades 4-9, as assigned.
- Learn how to appropriately request collections database materials from the curatorial department and access the research centre to utilize primary research materials to use in program research and development.
- Produce engaging and interactive education program content.
- Build professional network through liaising with museum and education stakeholders, as required.
- Attend regular meetings with the education team to ensure that the content being researched and developed meets the guidelines for content development.
- Assist with the set-up and running of special events at Canada’s Sports Hall of Fame, including monthly Who’s in the Hall Wednesdays and the annual Sport + Spirit Charity Gala.
- Assist Visitor Services, such as covering lunches, as required.
- Other duties, as required.

Qualifications:

- **Students must be attending a post-secondary program full-time and be registered with Young Canada Works to be eligible for this position.** Preference will be given to students in education, museum studies, or related fields.
- **Experience or interest in education and working with school aged students is required.** An interest in sport history or sports trivia is an asset.
- **Excellent presentation and interpersonal skills are required.**

- **Strong writing and communication skills are integral to this position.**
- **Good memorization skills are an asset.**
- **Experience with virtual education is an asset.**
- Students must have strong organizational skills, and be able to meet deliverables.
- Students must demonstrate attention to detail and be open to receiving constructive criticism.
- Ability to work independently with intermediate Microsoft Office skills is required.
- Intermediate French is an asset, but not required.
- Previous experience handling artefacts is an asset, but not required.
- Students may need to be able to lift up to 25 lbs.
- Students will be required to provide or obtain a valid vulnerable sector police check.

Application Deadline: April 8, 2020

Start date to be May 11, 2020. End date to be August 28, 2020.

How to Apply:

Please submit your resume (max. 3 pages) and cover letter in one document to the e-mail address that follows. Please also attach a [*creative*](#) writing sample (one page or less) relevant to the position that you feel showcases your skills. Please combine your cover letter and resume as one PDF.

Canada's Sports Hall of Fame

Katelyn Roughley | Manager of Education and Programming

E-mail: kroughley@cshof.ca

Interviews:

Interviews will be conducted by the Manager, Education and Programming between April 13-30, 2020. A maximum of 10 candidates will be interviewed. Interviews will consist of two parts: (1) A 3-minute **verbal** presentation (no visuals are required) by you about a [2019 Hall of Famer](#) of your choice (imagine your audience comprises students from grades 4-7); and, (2) a standard set of interview questions to determine your eligibility and fit for the role.

Eligibility: Students must be registered with Young Canada Works (YCW) prior to being interviewed and all candidates selected must be approved by YCW to confirm their eligibility in advance of them being offered a position.

Students will be required to obtain a valid vulnerable sector police check.

***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 women, persons with disabilities, visible minorities, and Indigenous Peoples.*