



CANADA'S SPORTS  
HALL OF FAME  
PANTHÉON DES  
SPORTS CANADIENS

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Governor General of Canada

Son Excellence le très honorable Julie Payette  
Gouverneure générale du Canada

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**Canada Summer Jobs – Education Position #1**

**Education Outreach Program Co-ordinator**

*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:**

*Responsibilities*

Under the direction of the Manager, Education and Programming, the youth will have three main responsibilities:

- (1) To assist with the delivery of In-House school programs to K-12 students and to other groups, such as seniors and hockey team groups, as needed. Currently, there are six in-house school programs, including two new education programs "Boundless Sport" and "Olympic/Paralympic Moments".
- (2) To assist with the delivery of "Beyond the Win: Hall of Famers on Tour" in-school presentations from May – June 2020, which are free, assembly-style education programs where Hall of Famers share their stories of how they have reached the pinnacle of their careers and are going "beyond their wins" to champion good in their communities.
- (3) To assist with the expansion of "Beyond the Win," including program content and promotional materials for the existing program, as well as aid in the preparation of a "Beyond the Win Indigenous Education Summit" intended to take place in September 2020, which is a two-day summit to bring together Indigenous Hall of Famers inducted into Canada's Sports Hall of Fame, an Indigenous Consultant and staff to:
  - a. Adapt the existing Beyond the Win presentation framework and approach to best meet the needs and cultural values of Indigenous communities in Canada; and,
  - b. Create education modules to pilot the program to four schools/reserves.

***\*Due to the offsite nature of Beyond the Win presentations, specifically driving to and from schools, the youth is required to have access to a vehicle and will be compensated for mileage, as required. The team will carpool when possible.***

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pantheonports.ca

## Description of Tasks

### Youth will:

- Learn current interpretive and museum teaching techniques while also expanding public speaking skills through the delivery of in-house education programs and Beyond the Win education presentations.
- Assist with program setup/clean up, as needed.
- Learn how to handle original artefacts in accordance with approved museum standards.
- Photograph education programs and collect media releases, as needed.
- Start videos and PowerPoint presentations during Beyond the Win education programs.
- Assist with artefact sessions during education programs.
- Liaise with Hall of Famers and school representatives 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.
- Research applicable provincial curriculum, as needed.
- Research, identify and request artefacts, quotes, signatures, and image requests for Hall of Famer banners and collectible cards, as needed.
- Help write or adapt content such as Hall of Famer biographies and artefact captions for Hall of Famer pop-up banners and collectible cards.
- Research, develop and write content for Beyond the Win education and promotional materials, as needed.
- Assist with the research and development of Beyond the Win post-visit activities, as needed.
- Assist with the research, development, preparation and promotion of an Indigenous Summit to be hosted in September 2020.
- Attend regular meetings with the education team to ensure that the content being researched and developed meets guidelines, department expectations and deadlines.
- Assist with the set-up and running of special events at Canada's Sports Hall of Fame, such as the "Sport + Spirit Charity Gala," as required.
- Assist Visitor Services, such as covering lunches, as required.
- Other duties, as required.

**Preference will be given to youth with experience in:** Teaching/Education or Museum Studies.

### Qualifications/Skills:

- **Experience or interest in education and working with school aged students is required.**
- An interest in sport history is an asset.
- **Excellent presentation and interpersonal skills are required.**
- **Strong writing and communication skills are integral to this position.**
- **Experience with presentation technology is required, such as: PowerPoint, QuickTime/VLC Media Player, video and audio connectors like DVI/HDMI cords, etc.**
- Experience with Canon DSLR cameras is a definite 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.

**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](mailto:kroughley@cshof.ca)

**Application Deadline: April 8, 2020**

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

**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:**

To be eligible, the applicant must meet the eligibility requirements of Canada Summer Jobs:

- be between 15 and 30 years of age at the start of the employment\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

*\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

**The youth will be required to obtain a valid vulnerable sector police check.**

***Due to the offsite nature of this position, specifically driving to and from schools, the youth is required to have a vehicle accessible to them from May – June 2020, and will be compensated for mileage, as required. The mileage rate will be set by Canada's Sports Hall of Fame. The team will carpool when possible.***

**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.