



JOB DESCRIPTION

Job Title: Educator

Reports to: Manager, Education and Outreach

Status: Part-time (up to 28 hours per week), Contract (1 year) with the possibility of renewal

Location: Joseph Brant Museum and Ireland House Museum

Wage: \$20.41/hour

POSITION SUMMARY

Reporting to the Manager, Education and Outreach, the Educator plays an important role in supporting the development and delivery of meaningful and inclusive programs that serve community members of all ages. A majority of this role involves working directly with children and youth, including school groups, day camps, and family programs.

The Educator is responsible for researching, planning, and delivering on-site and outreach education programs including school and youth programs, day camps and other children's programs, as well as lecture presentations, adult programs, and community outreach. Success in this role requires a genuine passion for working with children, and the ability to create safe, engaging, and positive learning experiences for young audiences.

ESSENTIAL DUTIES

- Plans and delivers educational programs for visitors of all ages, with a strong focus on children, youth, and families, in accordance with target audience and attendance goals
- Delivers school programs in accordance with target grade levels, curricula, and educational goals, including outreach.
- Plans and delivers day camps for PA Days, March Break, winter break, and summer, working directly with children for extended periods of time.
- Plans and facilitates all program requirements, including supplies, program set-up and clean-up, as well as assistance with building and site cleaning.
- Plans and delivers guided tour programs.
- Plans and delivers outreach programs within the community
- Assists with the planning and delivery of special events and activities
- Monitors and evaluates programs on an ongoing basis.

OTHER DUTIES

- Maintains security in the buildings, including arming and disarming security systems and securing exits.





- Front-line duties and reception, such as processing gift shop and admission sales, and answering phones for general questions.
- Provides training assistance to co-op students or volunteers.
- Occasional travel to pick up supplies for programming.
- Other duties as assigned by supervisor.

SKILLS

- Strong interest in working with children in active, hands-on learning environments.
- Flexible and capable of adapting to unexpected situations, changing work hours, and working environments.
- Classroom and group management skills.
- Critical thinking, strong communication, attention to detail, and a strong sense of responsibility.
- Dependable, with the ability to work independently or in a team environment.
- Strong customer service skills.
- Understanding of children's development and age-appropriate learning and behaviour.

QUALIFICATIONS

- Demonstrated experience developing and delivering children's programs, camps, or school programs.
- 1–3 years of experience in a public-facing, educational, or programming role.
- Standard First Aid & CPR certification is an asset.
- College Diploma or University Degree with a focus in History, Museum Studies, Child Studies, or Education.
- Excellent communication skills.
- Excellent customer service skills.
- Passion for history, museums, and culture.
- Ability to work weekends, evenings, and holidays, as required.
- Attention to detail.
- Ability to excel in a flexible work environment.