



Job Title: Summer Programs Lead
Reports To: Manager, Education and Outreach
Duration: June 8, 2026 - August 28, 2026
Schedule: Monday – Friday, 9:00 am – 4:30 pm
Wage: \$19.00/hour
Location: Joseph Brant Museum/Ireland House Museum
Positions: 2

POSITION SUMMARY

Reporting to the Manager, Education and Outreach, the Summer Programs Lead is responsible for the direct supervision and delivery of programming for the Museums of Burlington's summer day camps. Instructors will work with different age groups (5 – 8 years old) to deliver, fun, creative, engaging, and educational experiences.

ESSENTIAL DUTIES

- Support the objectives of the camp programs as established by the Museums of Burlington through quality instruction, and excellent customer service
- Responsible for ensuring that preparations for all activities related to the camp programs are carried out successfully, including supply inventory, creating purchase lists, preparing craft/activity materials, and ensuring that they are ready prior to the program start dates
- Providing quality customer service as a knowledgeable resource to parents, staff, participants, and volunteers
- Provides leadership to all participants, staff, and volunteers by following a routine, demonstrating and providing instructions for activities, and modelling appropriate behavior and positive interactions
- Responsible to ensure direct supervision of participants at all times, and provide a safe and enjoyable experience by adhering to organizational safety standards, and assisting with emergency procedures, as required
- Conduct safety checks of program equipment and facilities daily; report concerns, as required
- Set-up and clean-up of all supplies, equipment, and facilities daily
- Ensure that all program documentation is accurate, up-to-date, and completed in a timely manner
- Responsible to attend all staff training sessions
- Contribute to an inclusive, safe, and positive environment
- Understand and commit to confidentiality
- Other duties as assigned





SKILLS & QUALIFICATIONS

- Pursuing a Diploma or University Degree with a focus in History, Museum Studies, Child Studies, or Education.
- Must meet the eligibility requirements for Young Canada Works funded position.
- Must have experience, and passion for working with children.
- Experience in developing and delivering camp/children's programs is an asset.
- Standard First Aid & CPR certification is an asset.
- Excellent leadership, interpersonal, communication, customer service, group management, time management, and organizational skills.
- Strong teamwork and collaborative mind-set, with the ability to take initiative
- Strong organizational skills, with the ability to adapt
- The ability to anticipate challenges, and develop effective solutions

Museums of Burlington is an equal opportunity employer. Only successful candidates will be contacted for an interview. If you require special accommodation, please contact Kate Almeida.

Please apply by Friday, April 10, 2026 to:

Kate Almeida
Manager, Education and Outreach
Museums of Burlington
Kate.Almeida@Burlington.ca