

The Exploration Place is now accepting applications for:

SUMMER PROGRAM INSTRUCTOR

Anticipated Start Date: Monday May 7th, 2012

Position End Date: Tuesday August 28th, 2012

Terms of Employment: Full Time (Seasonal)

Wage: \$12.00/hour

Hours of Work: Monday to Friday approximately 8 hours/day; occasional weekends and evenings as required

The successful applicant will be responsible for:

- Development and delivery of innovative, high-quality programming for school aged camps and special events in the areas of science, heritage, engineering, technology and innovation.
- Caring for school aged children from 5-12 years old
- Delivery of school programs and workshops to school-aged children
- Assist with volunteer organization, program registration and communications related to our after-school care program and summer programs
- Instruct children on proper care and maintenance of the Explorers Urban Garden Project
- Assist with special events and fundraising events at The Exploration Place and off-site, including, but not limited to: Canada Day, Mackenzie Children's Festival, Billy Barker Kids Day, BMO Kidzart Dayz
- Understand and adhere to Northern Health's child care licensing policies and procedures

All applicants are required to:

- Demonstrate an aptitude for working with school-aged children
- Possess strong oral and written communication skills
- Be a self-motivated team player
- Be willing submit to and pass a criminal record check
- Obtain a medical note of good health
- Be familiar and comfortable with the Microsoft Office Suite of programs, accessing information via the Internet, and email

The following will be considered an asset for this position:

- Childcare training related to child development, guidance and discipline, health and safety and/or nutrition
- Completion of at least one year of post-secondary education in a Science, Heritage, Technological, Education or Engineering field of study.
- Experience delivering educational programs and working with the public
- Ability to work in a fast paced, customer-orientated facility in cooperation with other staff and departments
- Valid First Aid and CPR certification
- Understanding of child care licensing policies and procedures
- A class 4 drivers license with a clean driver's abstract

Due to grant and licensing requirements, all applicants must be at least nineteen years of age and currently enrolled in and planning to return to post-secondary education; please indicate that you meet these requirements on your resume or cover letter.

APPLICATION CLOSING DATE: Sunday March 4th, 2012

No phone calls please. Only successful applicants will be contacted.

Please email, fax, or drop off a resume and cover letter to:

Attn: Peggy Watts

The Exploration Place

PO Box 1779

Prince George BC, V2L 4V7

FAX: 250-562-6395

EMAIL: peggy@theexplorationplace.com