

STAFF REPORT: RECREATION DEPARTMENT



REPORT TO: Infrastructure and Recreation Committee
MEETING DATE: May 25th, 2010
REPORT NO.: DOR 10 38 Young Canada Works Summer Students
SUBJECT: Summer Students – Craigleith Depot
PREPARED BY: Suzanne Purdy, Curator

A. Recommendations

THAT Council accept Staff Report *DOR 10 38, "Craigleith Heritage Depot – Young Canada Works Summer Students"* for information purposes.

B. Background

The Craigleith Heritage Depot has successfully received a grant from Young Canada Works program to assist with hiring three summer students in 2010. The time period requested to hire the students will be from May 3rd, 2010 – August 20th, 2010 full time, and weekends from August 21st – October 11th, 2010.

The Museum Assistants shall assist with the day to day operations, programs and services both museum and tourism related. The students shall gain experience in municipal heritage operations as well as tourism provider operations. All three students will take part in creating a digital exhibit of *150 Years of Clarksburg history*, as the Depot has received a \$5000 grant from Canadian Heritage for the completion of this project. All three students shall assist in completing four curriculum based outreach kits to be made available for the schools in the fall as the Depot has received a \$5000 grant from Blue Mountain Watershed Trust for the completion of this project.

The Craigleith Heritage Depot will endeavour to launch additional children’s programs, outreach programs and other revenue generating activities with the assistance of these three summer students.

C. The Blue Mountains’ Strategic Plan

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

Preserving and enhancing natural and environmental features, and cultural heritage of the community.

D. Budget Impact

Total Town contribution for all three positions = \$1524.02
Economic Development fund transfer

E. Environmental Impacts

None at this time

F. Attached

1. Museum Assistant job description

Respectfully submitted,

Signature

For more information, please contact:
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**TOWN OF THE BLUE MOUNTAINS
JOB DESCRIPTION**

Position Title: Museum Assistant (summer student)
Department: Recreation
Reports To: Curator

Position Summary

- To assist in the safekeeping of artifacts donated to the Craigleith Heritage Depot and to assist in ensuring the mandated operation of the facility as directed by Town Policy and the Craigleith Heritage Depot Business Plan.**

Key Duties and Responsibilities

- Catalogue, photograph and database collection.
- Assist with the creation and implementation of the Craigleith Heritage Depot programmes and events
- Design and build two drawer displays. (drawer dimensions = 8.5"H x 18"D x 27"L)
- Provide tourism information, visitor services and perform gift shop operations.
- Ensure daily records are maintained noting attendance and financial transactions.
- Work effectively with volunteers while ensuring Occupational Health & Safety Act guidelines are followed.

Job Details

Hours of Work: 35

Direct Reports: Curator

Drivers License: Required No Yes Class _____

Education and Experience:

- Minimum two years working with the public.**
- Experience in cultural, heritage operations an asset.**