

Career Opportunity

Co-operative Education Centre and Gay Lea Dairy Museum – Museum Assistant Coordinator

Department: Member Relations, Co-operative Education Centre and Gay Lea Dairy Museum

Reports to: Manager, Co-operative Education Centre & Gay Lea Dairy Museum

Status: CONTRACT: (mid-April to September 2025)

Job Scope:

Do you have a passion for education? For community building? For developing and delivering engaging leadership-focused programs? Does the idea of working collaboratively with a small but mighty team of educators at a beautiful, forested 98-acre education centre excite you? If so, we want to hear from you!

The Co-operative Education Centre (CEC) - located at the Gay Lea Dairy Museum site just south of Aylmer, Ontario – is a multi-faceted education centre, featuring multiple classroom/meeting facilities, acres of event fields and trails, cabin accommodations and a robust education program for groups of all ages and abilities.

We are looking for an enthusiastic, inspired and creative individual to assist with the planning and delivery of our education program – which includes a teen summer leadership camp, an education retreat for adults, school field trips, and varied groups that visit the Museum.

If you are looking for an opportunity to develop creative and professional skills, be part of an exciting and growing project, and want to become a member of a dynamic team working in a business sector that values community, social responsibility, and people before profit; you could be the team member we are looking for!

Key Responsibilities:

- Leading group tours and activities related to the dairy museum
- Assisting museum staff with accepting donations and receiving dairy related artifacts
- Preparing for and leading educational activities, crafts and games
- Assist in developing and implementing curriculum for education programming
- Assisting in preparation and facilitation for special events, group tours and school visits
- Being on-site during special events, camps, workshops, etc.
- Working with the team to run the CEC/museum, which could include:
 - general reception duties such as answering phones, maintaining records or booking tours
 - light site prep/cleaning duties with rest of team
 - greeting guests and answer questions concerning exhibits and facilities
 - helping to set up/change exhibits and collections

Essential Attributes:

- pleasant and helpful
- enthusiastic, with a positive attitude
- responsible, reliable and have a strong work ethic

- alert, observant and security conscious
- trustworthy and able to work unsupervised
- good communication skills
- the ability to work as part of a team
- the ability to relate to people of all ages
- enthusiasm for meeting people

Qualifications:

- Preference will be given to those with a degree/diploma and/or equivalent experience in education, camp management/delivery, event planning, museum studies, tourism or marketing.
- Comfort with public speaking and leading groups, classes, and/or camps is a definite asset.
- Must be willing to submit a Vulnerable Sector Check, obtained no less than 12 months prior to the start of the position
- Standard First Aid and CPR would be assets

Remuneration: \$18-20/hour

Working Environment:

The CEC/Museum operates Thursday to Sunday, from May to Labour Day weekend. Depending on the programs running in a particular week, this role will include some weekend and evening shifts. Typically the hours will be 35 hours per week, however you may be offered extra hours some weeks for certain events or large group visits. The opportunity for on-site accommodation may be available to individuals applying for this position.

Physical Demands:

- Ability to lift 20 pounds
- Must be able to stand for extended time periods
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting required
- Ability to work outdoors in all temperatures/weather

If you are interested in applying for this position, please reference the position title in the subject line when you submit your resume to Craig Steven at csteven@gayleafoods.com by Friday, February 28, 2025. Thank you.

Gay Lea Foods is an equal opportunity employer and values diversity in our workplace. Reasonable accommodation is available upon request throughout our recruitment and selection process.

Love working at Gay Lea ~ Refer a friend!