

## Job Posting: 4190 - Position: Education Officer

<b>Co-op Work Term Posted:</b>	Summer
<b>Application Deadline</b>	02/22 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	01/12 1:36 PM
<b>Job Posting Status:</b>	Approved

### Company Information

<b>Organization</b>	Atlas Coal Mine National Historic Site
<b>Salutation</b>	Mr.
<b>Job Contact First Name</b>	John
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Program Director
<b>Address Line One</b>	Box 123
<b>Address Line Two</b>	123 Century Drive
<b>City</b>	East Coulee
<b>Province / State</b>	Alberta
<b>Postal Code / Zip Code</b>	T1K 3M4
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Summer
<b>Job Title</b>	Education Officer
<b>Duration</b>	4 Months
<b>Job Location</b>	East Coulee, AB
<b>Job Description</b>	

The Atlas Coal Mine National Historic Site is well known for its amazing school programs. Education Officers make a field trip to the Atlas Coal Mine fun, fascinating, and memorable for our school groups, youth groups, summer fun groups, and the visiting public. Education Officers (EOs) make sure all guests are welcomed, informed, looked after, and inspired during their visit. Education Officers spend lots of time outdoors, walking and climbing, and in historic buildings without modern amenities.

EOs are responsible for the delivery and development of high quality group programming for school groups and adults offered by the Atlas Coal Mine.

#### Responsibilities

The focus of this role is delivering educational programmes, followed by front desk duties, and rounded out by programme development time.

**Primary responsibilities include:**

- Delivering educational programs and tours always considering different learning styles, group management and risk management
- Develop, maintain and evaluate educational programming for elementary, secondary and post-secondary school groups and visiting summer youth programs
- Assist with visitor services including welcoming visitors, working in the gift shop and cleaning chores as required
- Operating mechanical equipment which includes our battery powered, mantrip locomotive

## **Job Requirements**

### **Requirements**

- Experience in working on educational programs for children, youth and/or adults.
- Experience in delivering programs to children
- Experience in customer service
- Knowledge of Alberta Ministry of Education curriculum an asset
- Intend to return to post secondary education in the fall
- Holding a current valid driving licence
- Current standard first aid certificate

### **Qualities:**

- You make connections with people of all ages as you bring the stories of the Atlas and Drumheller mining communities to life.
- You possess high energy, initiative, and delight in working with people.
- You are passionate about delivering quality educational programming.
- You have outstanding communication skills.
- You are a fantastic problem solver.
- You energize others – lead by example and celebrate accomplishments.

<b>Preferred Academic Level</b>	Undergraduate
<b>All Programs</b>	Yes
<b>Projected Start Date</b>	April 30 12:00 AM
<b>Projected End Date</b>	September 03 12:00 AM