

10-0056 Summer Program Assistant
Closing Date: April 1, 2010
Apply on-line at www.ci.longmont.co.us



HUMAN RESOURCES DIVISION

350 Kimbark Street
Longmont, CO 80501
303-651-8609
FAX 303-651-8973

JOB ANNOUNCEMENT

POSITION: 10-0056 Summer Program Assistant
LOCATION: Longmont Museum & Cultural Center
DEPARTMENT: Community Services

Hiring Range: \$11.00 - \$12.00/hr.
Temporary/Seasonal
**M-F 8-5pm Up to 11 weeks (Late May-
Mid August 2010)**

DEFINITION: Works with Curator of Education and summer program instructors to prepare, implement and document the Museum's 2010 summer children's program activities. Position is seasonal and temporary, 40 hr/wk for up to 11 weeks from late May through mid-August. Actual dates to be determined.

PRINCIPAL DUTIES: Act as program assistant for the Museum's summer children's programs in the areas of art, history and science. Responsibilities include assisting the Curator of Education, summer program instructors, and contract educators with the following: preparation, organization, and implementation of daily lesson plans and activities for the summer programs; overseeing registration procedures, documentation, and confirmation packet mailings; purchasing and organizing program supplies and materials; assisting in some teaching and overall supervision and safety of elementary school-aged children; assisting in the management, evaluation, and safety of museum teen volunteers; assisting in program set-up and take-down; taking and organizing photographs; working and communicating well with parents; updating summer program documentation files as needed.

WORKING ENVIRONMENT: Work is performed in an office environment, a classroom environment and in an outdoor environment. Some activities take place off site. Work requires the ability to handle multiple concurrent tasks and interruptions. Work environment may require periods of prolonged sitting and standing, including work at a personal computer. Environment includes exposure to sun, dirt, water, and all types of weather conditions. Classroom and outdoor work requires standing, bending, kneeling, and carrying and lifting up to 30 lbs. Work will include working closely with others, as well as working alone.

QUALIFICATIONS: High school diploma and any combination of education and work experience equivalent to two years of college or two years of experience in working with elementary school-aged children. Educational background or current enrollment in a museum education program, museum studies program, elementary education program, or equivalent preferred. Ability to use a personal computer for e-mail, word processing, program registration software, documentation, and Publisher software required. Highly organized, flexible, efficient with attention to detail required.

DEADLINE: CITY APPLICATION (required) must be received by the Human Resources Division, 350 Kimbark Street, Longmont, CO 80501, **no later than 5:00 pm, Mountain Standard Time, on April 1, 2010.** An on-line application process is available for this position on our website at www.ci.longmont.co.us. For more information call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status or disability unless related to a bona fide occupational qualification. If you need special assistance in the selection process, please contact the Human Resources Division in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER
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