

Coordinator of Summer Students

A member of the Fort Sackville Foundation (FSF), the volunteer Coordinator of Summer Students:

- reports to the Executive Committee and works collaboratively with FSF Executive and coordinators, in particular the Program Coordinator.
- in collaboration with Executive Officers, develops the job description for summer student grant applications.
- once student grant positions are approved contacts the Communications Coordinator to advertise the job(s) on Facebook, Highway Sign, website and any other free employment sites (church bulletins, etc.).
- coordinates the recruitment, hiring and selection of summer staff.
- organizes orientation for summer staff (requirements, expectations, job safety standards, responsibilities), with the assistance of Coordinators of communication, costume, program, grounds/gardens, cleaning, maintenance, Tea Room, treasurer, and additional resource people in order to prepare students for their role.
- determines the working schedule for the students.
- supervises and co-ordinates student activities.
- presents a budget for summer staff, including repairs or purchases of costumes or uniforms, thank you gifts, office supplies, etc. for consideration and approval to the Executive Committee.
- arranges a small reception and gifts at the end of summer to thank the students. Invitations should go to students' families, our local political representatives, BOD and Executive Committee members.
- ensures that all summer staff complete an exit survey and all required documentation for employment and any government forms that are required prior to leaving the position.
- ensure the surveys are reviewed and suggestions shared with the Executive and filed with the Corporate Secretary.
- Submit a report to the Executive Committee on the success and challenges of coordinating summer staff with recommendations for improving summer staff experiences in the future.

Specific Duties:

1. Create an interview team of three members, including the President or designate.
2. Develop questions to match job requirements.
3. Develop scoring approach.
4. Review applications and invite appropriate candidates to an interview.
5. Review scoring and determine who successful applicant(s) is and why; be able to give feedback to unsuccessful candidates.
6. Call successful and non-successful applicants.
7. Let successful applicants know that their position is contingent on providing a positive (meaning no crimes) Criminal Record Check completed prior to employment.
8. Give start up dates and times.
9. In collaboration with the curator, oversees the care, distribution, storage, repair and/or replacement of period costumes used by the summer staff.

10. Maintain an inventory of costumes, materials and/or equipment given to each summer staff member and ensure all are returned prior to ending employment.
11. Ensure that summer staff research projects are monitored by a member who has the skills set to assist the students when required.
12. Ensure that all summer staff have the Summer Staff Coordinator's contact information and the Summer Staff Coordinator has the summer staff contact information in case of emergencies.
13. Meet weekly with staff to discuss upcoming week, problems, tasks and progress.