

## Summer Job Opportunity

### Assistant Volunteer Supervisor

Temporary Assignment – 13 weeks (June 1 – August 29, 2026)

#### Salary

\$19 per hour | 35 hours per week

#### Closing Date

May 15, 2026 at 3:00 PM

Join our team at The Rooms as an Assistant Volunteer Supervisor, where you will play an important role in supporting the Summer Volunteer Program and contributing to an engaging and welcoming visitor experience.

Reporting to the Visitor Services and Volunteer Supervisor, you will assist with the recruitment, coordination, training, and day-to-day supervision of The Rooms summer volunteers.

### Key Responsibilities

- Prepare documentation related to volunteer intake, acceptance, and onboarding.
- Coordinate volunteer recruitment, orientations, training sessions, and scheduling.
- Assist with developing and updating training and support materials.
- Provide ongoing communication, guidance, and oversight to volunteers during their shifts.
- Organize and oversee activity stations and ensure materials are available as required.
- Work closely with Visitor Services and Programming teams to maintain clear communication, and keep volunteers organized.
- Qualifications
- Completed at least one year of post-secondary study in education, museum studies, public history, folklore, art, or a related field.
- Enthusiastic about education and learning, with an interest in engaging visitors in an inclusive and professional manner.
- Willing to learn new skills and confidently share information with visitors.
- Assets include: previous work/volunteer experience (especially public-facing), basic first aid, and knowledge of Newfoundland and Labrador cultures, history, art or natural history.

### Skills and Competencies

- Excellent oral and written communication skills.
- Strong organizational, computer, and time-management skills; detail-oriented.
- Comfortable speaking with visitors and directing others.
- Comfortable leading and supervising people of varying ages.
- Ability to work independently and collaboratively in a team environment.
- Professionalism and the ability to establish and maintain effective working relationships.



## Additional Information

- Flexible availability is required, including Saturdays and some evening work.
- A Criminal Records Screening Certificate and Vulnerable Sector Check from a law-enforcement organization (e.g., Royal Newfoundland Constabulary) is required prior to employment.

## Screening Criteria

1. Completed at least one year of post-secondary studies in education, museum studies, public history, folklore, art, or a related field.
2. Demonstrated communication and organizational skills, including attention to detail and the ability to manage competing priorities.
3. Ability and willingness to work in a public-facing environment and provide direction and support to volunteers.
4. Available to work flexible hours, including Saturdays and some evenings.
5. Legally entitled to work in Canada.

## Assessment Criteria

1. Ability to support and deliver volunteer orientations and training and provide ongoing guidance during shifts.
2. Strong organizational skills for scheduling, coordinating activity stations, and maintaining clear communications.
3. Effective verbal and written communication and professionalism in all interactions.
4. Ability to work independently, take initiative, and collaborate effectively as part of a team.
5. Demonstrated attention to detail and problem-solving skills in a fast-paced environment.

## Conditions of Employment

- Legally entitled to work in Canada (valid Social Insurance Number required).
- Will provide a valid (within the last 12 months) RNC Certificate of Conduct and Vulnerable Sector Check.
- Willing to commit to the full duration of the work assignment.

The Rooms is an equal opportunity employer.

## Inquiries/Applications:

Email your résumé and cover letter outlining why you are the right candidate for the position to:

**Debbie O’Rielly**  
Visitor Services and Volunteer Supervisor  
[debbieorielly@therooms.ca](mailto:debbieorielly@therooms.ca)

