



Watson's Mill Manotick Inc. (WMMI) is a unique 19<sup>th</sup> century grist and flour mill that has been in operation since 1860. Located at the heart of Manotick, on the shores of the Rideau River, it is the only working industrial heritage site in the Ottawa region.

**Position: Children's Programming Assistant**

**Location:** Watson's Mill, 5525 Dickinson Street, Manotick, Ontario

**Salary:** \$15.00/hour

**Duration:** Up to 16 weeks; anticipated start date 14 May 2019

**Hours of Work:** 9:00am to 5:00pm; 35 hours per week; including frequent evenings and weekends

**Languages of Work:** English; oral ability in French an asset

**Open to:** *Students (17 – 30 years old) who are currently completing a semester of full-time studies and who intend to return to full-time studies in the fall of 2019.* Candidates should have experience working with children through past employment or volunteer opportunities. Minimum 1-year post-secondary education required.

- Police record check is required
- First Aid Certification an required (provided by WMMI)
- Valid Ontario Driver's License and personal transportation an asset

**Duties include:**

- Coordinating, developing, and delivering our popular *Leaders in Training* program and our *Mini-Wheats Summer Day Camp*
  - Includes:
    - the production and distribution of promotional materials
    - Co-coordinating participant registration
    - Program and site preparation
- Leading group tours, and delivering educational and outreach programs to public of all ages & cultural backgrounds
- Greeting guests & taking ownership of visitor experience
- Assisting in basic housekeeping and maintenance of site

Potential candidates will have excellent interpersonal skills; will be enthusiastic & creative, have excellent communication & organizational skills, be proficient in Microsoft Office Suite, be capable of working in a team (including co-workers & volunteers) with minimal supervision, and have a great sense of humour! Previous working or volunteer experience in an educational child-oriented setting is required. This position wears period costume on occasion.

Interest in regional history, historic buildings, traditional machinery, and/or community development is an asset.

Complementary fields of study are Education, Museum Studies, Tourism, or Recreation.

Interested parties should send their cover letter and resume by **5:00pm** on **7 April 2019** to:

Ms. Elaine Eagen  
Programming and Visitor Experience Manager  
Watson's Mill Manotick Inc.  
[programs@watsonsmill.com](mailto:programs@watsonsmill.com)

*Candidates should register with Young Canada Works at <https://young-canada-works.canada.ca/Account/Register>.*

**Call backs for interviews will be conducted 8 April 2019.**

WMMI thanks all applicants for their interest, however, only those selected for an interview will be contacted. All positions are subject to funding availability. WMMI is an equal opportunity employer, and encourages men and women, including those of visible minorities or disabilities, to apply. Please be aware that Watson's Mill is not fully wheelchair accessible and is not easily accessible by public transit.

**Characteristics of city/region:**

Watson's Mill is situated on the shores of the Rideau River, in the former village of Manotick, in the southern sector of the City of Ottawa. Although neighbouring communities are growing rapidly, Manotick is still considered a rural area, with a population of approximately 1,500. Community members fondly refer to Watson's Mill as "The Heart of Manotick". Small town charm prevails in this historic waterfront village.

**Vision and Mission:**

The Vision of Watson's Mill Manotick Inc.: Watson's Mill is the leading industrial heritage and working water-powered grist mill in Eastern Ontario.

The Mission of Watson's Mill Manotick Inc.: To preserve and operate historic Watson's Mill as a working flour/feed mill and as a social, cultural and educational heritage site for the enjoyment of the community and visitors.

For more information about Watson's Mill, please visit [www.watsonsmill.com](http://www.watsonsmill.com) For more information about Manotick, please visit [www.manotickvillage.com](http://www.manotickvillage.com)