
Young Canada Works (YCW) Museum Assistant – Programs (Recreation Worker 1)

DEPARTMENT:	Community Services – Anvil Museum & Heritage Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week, Tuesday through Saturday	SALARY:	\$22.12 - \$23.91 per hour plus 12% in lieu of benefits (2024 rates)

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The New Westminster Museum and Archives has a **16 week summer employment opportunity which will run from April 28, 2026 to August 22, 2026, Tuesdays through Saturdays**; however, a flexible week may be necessary in order to meet community programming and engagement needs. The New Westminster Museum is transitioning its role within its community; its mission is to enhance knowledge and deepen understanding of the City and its diverse peoples by illuminating past events, exploring current issues and facilitating conversations around future possibilities. This position will support the Heritage Programs Coordinator in expanding community programs by decentering white Euro-Canadian experience and confronting systems that maintain the imbalance of power and privilege in museums.

Please note that the staffing of the position and its duration are **conditional on the approval of grant funding** through the Young Canada Works program.

Duties Include:

- Perform guided tours of New Westminster Museum and Archives facilities, including Irving House, the Samson V and Anvil Centre.
- Assist with the research, development, testing, and implementation of heritage programs and interactive displays.
- Perform educational heritage programming for school children and the public.
- Schedule and liaise with volunteers.
- Perform other related duties.

Requirements Include:

- Please note that in order to apply you must be registered in the Young Canada Works inventory at <https://young-canada-works.canada.ca> and that you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job.
- You have completed a year of study in history, education, design, or museum studies or a related program at a recognized university.
- Preference may be given to those with previous work or volunteer experience in a museum.
- You should be familiar with the theory and principles of museum operations.
- You have the ability to work co-operatively, as part of a team.
- You possess excellent oral and written communication skills.
- You are an individual who pays close attention to detail.
- Familiar with Microsoft Office and major social media platforms.
- Ability to work 35 hours a week from Tuesdays through Saturdays.
- Ability to work flexibly as operationally required, including weekdays, weekends, evenings, and statutory holidays as may be required.
- Ability to successfully pass and maintain a clear Police Information Check – Vulnerable Sector.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by March 16, 2026.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.