

# MAKE HISTORY.



Preserve Manitoba's Past.

## Guide to Employing Students

Tips for making summer jobs work





## What is this guide about?

This guide will help non-profit community heritage organizations hire and supervise student youth during summer break. It offers good ideas about how to make the experience valuable for the student and the employer.

Challenging work and creative learning environments can result in productive, innovative and long-term relationships between heritage organizations and student employees. The organization enjoys an enhanced profile as an active, responsible member of the community and an advocate for youth employment. Student youth may turn positive employment experiences into careers and volunteer commitments that promote study and preservation of history and culture.

## What are the benefits of hiring students during summer break?

Preserving and promoting our province's heritage requires people, time and money. The numbers of jobs in museum and heritage work increases as summer approaches, meaning students on summer break are able to fulfill the needs of these organizations well. By employing students, community heritage organizations:

- help young Manitobans better understand and appreciate our rich cultural heritage
- provide local employment for resident and district youth
- fulfill specific planning and programming goals
- build learning partnerships between heritage organizations and schools







- give students opportunities to share what they have learned
- bridge the age gap between seniors and youth

Given interesting and challenging jobs, students can demonstrate that they are responsible, imaginative and eager workers. They can discover and develop real workplace experience in areas like:

- communication
- interpersonal skills
- leadership
- management
- critical thinking
- problem solving
- using information technology

Students working in the heritage community will also:

- meet people from all walks of life and around the world
- develop a job-finding network and make career connections
- build a better resumé of employment skills and experience
- give back to their community
- engage with seniors who represent a majority of the staff and volunteers
- learn about the potential for a career in heritage and history related fields
- develop enhanced appreciation for philanthropy and voluntarism

## Give Youth a Chance – Careers in Heritage

What do 1800s clothing, a windmill, a clay bake-oven and vintage automobiles have in common? Travellers from across our province and far beyond our borders can discover this answer and more when they visit to explore our colourful heritage. Students working with your organization can help you provide the answers as they learn the importance of preserving and promoting Manitoba history.

Young people can be active and valuable contributors – they can help your organization by enhancing visitor experiences. They can participate in many areas from behind the scenes workers who maintain property and exhibits, to hosts who greet visitors and offer interpretive services.

## Student Jobs

Heritage organizations often rely on seasonal workers to meet both short and long-term programming and planning goals. During summer, young people on school break benefit from opportunities to develop and improve interpersonal and technological skills involved in many jobs. Some of those jobs include:

- office workers
- visitor greeters
- tour guides
- period costumed interpreters
- researchers
- writers





- display builders
- artifact cataloguers
- ground and building maintenance workers

## Adult Careers

Many people who have career interests in the heritage field are effective communicators with a strong sense of history. Positive work experiences in heritage institutions may influence young people to choose careers as:

- anthropologists
- archaeologists
- architects
- archivists
- conservators
- cultural interpreters
- curators
- exhibit designers
- historians
- museum technicians



## Hiring Students for Summer Work

### Is your heritage organization youth friendly?

Heritage organizations can benefit when they recognize and harness the skills and enthusiasm of youth. Students who feel valued by their employers will work hard to gain knowledge and experience that will serve them well in their future careers. Ask yourself if your organization:

- includes opportunities for youth in seasonal jobs
- encourages staff and volunteers to advocate student youth as summer workers
- embraces the skills, knowledge and energy young adults bring

For more information about engaging youth in non-profit organizations, visit the [www.myvop.ca](http://www.myvop.ca) website hosted by Volunteer Manitoba.

## Hiring Criteria

Your organization is responsible for designing the job description, hiring and supervising staff. A well-thought-out job description helps to ensure:

- standard levels of practice for youth employment
- positive job experiences for staff and volunteers
- supervisors know how to motivate and work effectively with young people

### Points to incorporate in a student job description:

- general project goals







- broad heritage goals of the project
- specific benefits for the:
  - heritage organization
  - student
  - community

#### **Project planning:**

- clear definition of project
- clear job description
- work plan with position tasks and timelines
- budget outline for the position

#### **Recruitment:**

- candidate profile
- list of skills required for the position
- list of opportunities available to use career-related skills (ex: computer skills, graphic design, research, writing)

### **Student Orientation**

An orientation manual is a vital resource tool for supervisors, student staff and volunteers. It outlines the basic features of the heritage organization and the important roles summer staff play. Dedicate time to reviewing the manual and answering questions. Take new staff on a tour of the facility to show them where they will be working for the summer and outline their job duties.



A friendly, enthusiastic greeting and helpful manual will make a good impression and be a big first step in a successful summer for staff and students. Compile the following in an attractive folder and distribute it to summer staff on their first day of work:

- welcome letter from the organization's president
- brief written history and fact sheet of the organization
- staff listing and titles
- supervisor name, title and contact information
- major accomplishments over the last two years
- current projects
- history of student jobs
- annual calendar of events
- organization promotional materials, website and related links

## **Budget**

Provide information about the project budget along with names and contact information for the employing and funding organizations:

- provincial
- federal
- other (ex: municipal government, community foundations)





## Elements of Effective Supervision

Effective supervision is no easy task but it's essential in any workplace. A good job description is a useful tool for every supervisor. The job description should serve as a basis for:

- standard levels of practice
- successful completion of tasks
- future short and long term planning
- positive work experiences for all staff

Good supervision helps make jobs more rewarding and ensures satisfactory job performance. Supervisors often accomplish both by:

- making sure adequate resources are available to workers
- providing support, guidance and direction
- clearly defining the work requirements
- establishing task goals and target dates
- monitoring job performance
- maintaining regular, open dialogue
- providing opportunities for problem-solving
- recognizing and encouraging independent thought and action
- providing job training
- ensuring students use the skills for which they were hired
- recognizing and supporting the skills and interests of student workers

It is also a supervisor's job to provide a final job evaluation. Using the job description as a tool, the supervisor can:

- address the job description point by point
- ask students to evaluate their work in each area
- ask students if they enjoyed their work
- provide positive feedback to the students' comments
- clearly state any concerns and suggest how students can address them
- provide student staff members with letters of commendation

## Yearly Summer Employment Program Evaluation

Ensure that your annual report includes a yearly overview of summer employment. The overview should provide a timeline describing summer staffing, work accomplished and a reference guide to ensure goals and objectives are on track. Keep the evaluation on file to use in writing future job descriptions. The evaluation report, which could be written by a student employee, should include information like:

- number of students hired
- duration of employment
- project costs
- name of the program that funded the student hiring
- student job descriptions and job supervisor
- how the work related to planning and programming
- a project review – critique and recommendations







## Linking Summer Jobs to Approved Organization Goals

Summer positions can be vital to the seasonal operation of a heritage organization. From the minute the doors are opened, students can be found working with the public or behind the scenes in various capacities. Consider these points when hiring students:

### Identify previous jobs and skills:

Students can initiate new tasks and continue essential duties – but the jobs must be directly linked to the goals and objectives of the organization. Duties must be clearly defined, essential and meaningful. This ensures tasks are completed as outlined in the job description and that students benefit from their work experience. Refer to the *Community Museum Grants Application* or your previous year's application for guidance.

### Be sure to review your mission statement:

- are there opportunities to reinforce or include seasonal youth employment?
- have you been successful in hiring summer students?
- have you encountered problems with hiring agencies?
- how did you resolve these issues, if any?

### Take time to review the previous year's summer jobs:

- were the tasks completed or are they ongoing work?
- what skills were part of the tasks?
- who supervised the students?

- did the supervisor encounter problems with student staff?
- how did you resolve these issues, if any?

### **Identify potential new jobs and skills:**

The collections and resources of community heritage organizations are vast and diverse. They are housed and displayed in an array of buildings. Visitors often need interpretive guides to help them develop a full appreciation of exhibits and collections. Exhibits also need to be kept secure when they are open to visitors. Student employees can play a valuable role in exhibiting, interpreting and risk management.

## **Museum Exhibition and Interpretation Planning**

Visitor surveys and school programs are two essential tools in developing wider audiences for museum collections.

Visitor surveys provide museum staff with useful information for improving collections and the way they are interpreted. They are also useful in designing marketing and promotional activities. The *Museum Visitor Survey* (Appendix 1) developed by Travel Manitoba, can be conducted by a student who can also interpret and present the results to the museum board. Important visitor information includes:

- visitor perceptions of the site, its collections and interpretative programs
- perception of the surrounding district





- visitor characteristics (ex: gender, place of origin, number of people travelling together)
- types of visitors (ex: business or leisure visitors, overnight or day trip visitors, local, provincial, national or international visitors)
- size of tourism activity relative to other economic activity in the region
- amount of time and money spent in the area
- other area sites visited with whom the museum might collaborate in marketing or other purposes

School programming is essential to heritage organization planning and is an asset for grade four to nine teachers planning history-themed activities. Collections, exhibits and personal insights into community history are exciting tools for teaching children about heritage. Student staff can research and develop topics for heritage fair exhibits, such as written, visual and 3-Dimensional backboard displays. These displays can be developed to celebrate Manitoba Day, May 12th, for local heritage fairs or for Manitoba's Historica Fairs program. Student staff can:

- review grade four to nine Social Studies Curriculum for content and guidelines
- research exhibit ideas related to the organization's collections
- list corresponding written and visual materials and artifacts
- interview prospective topic speakers
- complete one, 3-Dimensional heritage fair exhibit



- suggest exhibit display space and judges
- compile information
- present project proposals and 3-Dimensional exhibits to the board of directors

Based on the information completed by the student, museum staff can then present projects to local school students at heritage activities and events.

For information about heritage fair exhibits visit the Historic Resources Branch website at: [www.gov.mb.ca/chc/hrb](http://www.gov.mb.ca/chc/hrb) and the Historica Foundation of Canada website at: [www.historica.ca](http://www.historica.ca).





## Museum Risk Area Management Planning

Risk area management planning identifies and assesses potential risks, resources and procedures needed to reduce hazards and properly treat damaged collections. Determining your collection's value is a first step in ensuring its safety. A summer student can take the lead by using an abbreviated version of *Planning Through Risk Assessment* (Appendix 2).

## Web Resources for Risk Management and Disaster Planning

**Association of Manitoba Museums:** [www.museumsmanitoba.com](http://www.museumsmanitoba.com)

**The International Council of Museums:** [www.icom.museum](http://www.icom.museum)

**Canadian Conservation Institute:** [www.cci-icc.gc.ca](http://www.cci-icc.gc.ca)

## Student Employment Contacts

The Province of Manitoba and Government of Canada youth employment sites provide detailed information on youth employment programs that might fit your community heritage organization. You should also be sure to approach local government and community foundations for possible summer student funding.

## Province of Manitoba

The Manitoba Education, Citizenship and Youth website has information on the following youth employment programs:

[www.edu.gov.mb.ca/youth/index.html](http://www.edu.gov.mb.ca/youth/index.html).

- **Hometown Green Team** – encourages municipal/civic governments and non-profit organizations to hire youth to work on projects that will result in benefits to the local community.
- **Urban Green Team** – provides funding to Winnipeg non-profit organizations who initiate a variety of community development projects that employ Winnipeg youth.
- **Youth Serves Manitoba** – provides bursaries to post-secondary students to encourage community service work with non-profit organizations.
- **Career Focus** – provides students with opportunities to receive career-related work experience. Provides support to educational instructors in helping students make a successful transition from school to work.







## Government of Canada

The Service Canada website [www.youth.gc.ca](http://www.youth.gc.ca) provides further information on the following youth employment programs:

- **Young Canada Works at Building Careers in Heritage** – builds advanced skills while delivering on-the-job experience within the arts, culture and heritage sectors.
- **Career Focus** – links highly skilled young Canadians with potential employers, including Canadian Heritage, who can provide them with career-related work experiences.
- **Summer Career Placements** – an initiative that enables non-profit employers to create career-related summer jobs for secondary and post-secondary students.

