



## **JOB POSTING:**

### **Summer Fun! Art Camp Coordinator**

**Full-time, 14-week contract Monday to Friday (subject to Canada Summer Jobs funding)**

**Start date: 22 May 2018**

**Rate: \$15 / hr (37.5-hour work week)**

## **GENERAL ACCOUNTABILITY**

Reporting to the Executive Director and working directly with the programming team, the Summer Fun! Art Camp Coordinator (SFC) will facilitate all aspects of the Summer Fun! Art Camp, for students ages 5 to 14.

## **SPECIFIC ACCOUNTABILITIES**

### **Camp Administration**

The Summer Fun! Art Camp Coordinator will provide administrative support for Fine and Performing Arts Programmers including registration, promotion and documentation.

- Track enrolment numbers according to course, age group and discipline
- Ensure that all registration, client information and emergency contact forms are complete
- Communicate with teachers regarding their needs and requirements for the program
- Assist the Communications Coordinator in preparing and distributing promotional materials
- Communicate with clients to ensure that information is shared in a timely manner
- Work with the Volunteer Coordinator to recruit, train and supervise up to 50 volunteers
- Update volunteer handbook and training materials. Organize and present a volunteer orientation session
- Prepare weekly room set-up diagrams and communicate to contractor responsible for setting up rooms and preparing equipment prior to program start
- Prepare weekly class lists, attendance lists and sign-in sheets
- Prepare weekly nametags for volunteers, students and teachers
- Prepare weekly schedules and individual schedules for volunteers
- Complete a final report describing the work plan, compiling registration numbers, summarizing evaluations and offering recommendations to improve the program.

### **Camp Coordination**

The Summer Fun! Art Camp Coordinator will provide front-line support for students, parents, teachers and volunteers who are involved with the Summer Fun! Art Camp.

- Ensure the safety and organization of up to 120 students per day
- Supervise and manage up to 20 volunteers per day
- Deliver morning announcements regarding camp safety, policies and scheduling to all camp participants daily
- Ensure the camp runs on schedule by monitoring class changes, snack break and lunch break
- Ensure behavioural policies are followed by camp participants
- Work with the Events Assistant to display students' artwork and organize all aspects of the Friday Fun Day performances
- Organize pick-up of student work each week

## REQUIREMENTS

- Previous experience coordinating children or youth programs
- Ability to relate to children
- Effective written and verbal communication skills
- Well organized with attention to detail
- Capacity to manage multiple tasks
- Competency in public speaking
- Ability to work independently and to exercise initiative
- Approachable and flexible, with an eagerness to learn
- Ability to work with a variety of personalities
- Ability to evaluate a situation and determine what action to take
- Must have a flexible work schedule to accommodate additional hours as needed
- **Candidate must also be available to work on Sunday June 17, and the evenings of Monday June 11 and Wednesday June 13**
- Proficiency in MS Office, navigating the Internet and the ability to use new software
- Ability to lift up to 30 pounds
- Must have valid First Aid Certification by position start date
- Must have a criminal record check completed upon hiring

## ELIGIBILITY

- Must be between 15 and 30 years of age at start of employment
- Must have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Must be a Canadian citizen, permanent resident or person on whom refugee protection had been conferred under the Immigration and Refugee Protection Act
- Must be legally entitled to work according to relevant provincial legislation and regulations
- Must not hold another full-time (30 or more hours) summer job or full-time study during their employment

## ASSETS

- Previous experience coordinating and supervising volunteers
- Experience working with children with special needs
- Proficiency in a second language: French, Korean, Mandarin or Cantonese

**Please submit a resume with cover letter and references by 1 March 2018 to:**

[opportunities@placedesarts.ca](mailto:opportunities@placedesarts.ca), 1120 Brunette Avenue, Coquitlam, BC V3K 1G2

Or fax to: 604-664-1658

*We thank all applicants; however, only those selected for interviews will be contacted.*

*Place des Arts is an equal opportunity employer and welcomes applications from all qualified individuals.*