

1120 Brunette Avenue
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JOB POSTING:

Summer Fun! Education Assistant

Work Term: July 4 to August 11, 2017; Monday to Friday, 8:45am-3:45pm

Rate: \$18 / hr

Place des Arts is an established arts centre and music school located at Carré Heritage Square in the historic Maillardville neighbourhood of Coquitlam. We offer quality arts education for all ages and abilities. Our private music lessons and group classes in the visual and performing arts inspire the artist in everyone. Our Artisan Shop and galleries support local emerging artists, and our events and performances make us a cultural hub, drawing diverse members of the community to experience the arts.

GENERAL ACCOUNTABILITY:

Reporting to the *Summer Fun!* Lead Programmer and working directly with the *Summer Fun!* Art Camp Coordinator, the *Summer Fun!* Education Assistant will assist Place des Arts staff and teachers with supervising and supporting camp participants with special needs and/or behavior challenges.

REQUIREMENTS:

- Completion of a Special Education Assistant Certificate/Diploma Program (or equivalent)
- Must have previous experience working with children 5-12 years old with special needs and/or behavior challenges in a field related to childcare and education;
- Approachable and flexible;
- Patient, caring, friendly, dependable, committed, responsible and adaptable;
- Ability to work with a variety of personalities;
- Ability to evaluate a situation and determine what action to take;
- Effective written and verbal communication skills;
- Must have a criminal record check completed upon hiring.

ASSETS:

- Possess valid First Aid Certification
- Proficiency in a second language: French, Korean, Mandarin or Cantonese.

**Please submit a resume with cover letter and references C/O Jessie Au, Fine & Performing Arts
Programmer by April 30, 2017 to:**

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.