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arts community

# PLACE DES ARTS

## **JOB POSTING:**

**Summer Fun Education Assistant**

**Full-time, 6-week contract Monday to Friday, 8:30am-4:00pm (35-hour work week)**

**Start date: July 5, 2021**

**Rate: \$21/hr (subject to Canada Summer Jobs funding)**

## **ORGANIZATION DESCRIPTION**

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts.

## **GENERAL ACCOUNTABILITY**

Reporting to the Summer Fun lead programmer and working directly with the Summer Fun Day Camp Coordinator and Summer Fun Hybrid Camp Coordinator, the Summer Fun Education Assistant will assist Place des Arts staff and teachers in supporting camp participants with diverse learning challenges and special needs to have a safe and engaging experience in our in-person camp programs.

## **SPECIFIC ACCOUNTABILITIES**

- Work with the Summer Fun lead programmer to identify students needing extra support, and cooperatively determine strategies to ensure the identified students are supported to learn and participate;
- Provide verbal status reports regarding student support to the Summer Fun lead programmer;
- Reinforce Place des Arts “FISH” policy behaviour values: Follow Instructions, Include Everyone, Show Respect and Help Each Other;
- Assist with ensuring safe student arrival and departure;
- Facilitate proper handwashing and hygiene procedures following COVID-19 protocols;
- Provide engagement activities during break times throughout the day

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

- Completion or working toward completion of a Special Education Assistant Certificate/Diploma Program or a related field from an accredited college/institute;
- Experience working in special education and/or child care;
- Experience working with children with autism, special needs and behaviour challenges;
- Experience working with English Language Learners;
- Experience working in a non-profit organization an asset;
- Excellent verbal communication skills;
- Excellent interpersonal and critical thinking skills;

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- Ability to work collaboratively;
- Ability to adapt to changing circumstances;
- Second languages considered an asset

## REQUIREMENTS

- Must have valid First Aid Certification by position start date;
- Must have a police information check completed by position start date

## ELIGIBILITY

To be eligible, participants must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Position will remain open until filled.**

**Please submit a résumé with cover letter and references to:**

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

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