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# PLACE DES ARTS

## **Summer Fun Camp Coordinator**

**Full-time, 11-week contract, Monday to Friday (35-hour work week)**

**Start date: June 2, 2025 – August 15, 2025**

**Rate: \$23/hour (subject to Canada Summer Jobs funding)**

Place des Arts is seeking an enthusiastic camp coordinator who will provide a safe, fun and engaging experience for our summer camp participants. This is an excellent opportunity for students who have an interest in working with children and youth and want to gain experience in arts administration, education and/or the not-for-profit sector.

### **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 directly to the Program Manager, the Summer Fun Camp Coordinator (SFCC) will facilitate all aspects relating to camp participants, teachers and volunteers during our six-week Summer Fun! Art Camp, for students ages 5 to 14. The camp will run from July 7 - August 15, 2025, and will provide opportunities for children to experience programming in visual arts, music, dance and theatre.

### **SPECIFIC ACCOUNTABILITIES**

#### **Camp Coordination and Administration**

The SFCC will provide the following administrative support for the Summer Fun! camps:

- Track registration numbers according to camp classes.
- Ensure that all client information, support needs and medical notes are complete.
- Communicate with teachers regarding their needs and requirements for the Summer Fun! program.
- Coordinate room set-ups for each week of the program.
- Assist with the camp staff and teacher orientation sessions.
- Lead the volunteer orientation session.
- Prepare weekly documents including attendance lists and sign-in sheets.
- Communicate with clients to ensure that program information is shared in a timely manner.
- Develop engagement activities for camp participants during transition times.
- Complete a comprehensive final report of the Summer Fun! camps.
- Oversee scheduling and supervision of volunteers.

#### **Camp Operations (July 7 – August 15)**

The SFCC will provide front-line support for students, families, teachers and volunteers involved with the Summer Fun! Art Camp:

- Ensure the safety and organization of up to 100 camp participants per day.
- Ensure the camp runs on schedule by supervising class transitions and breaks.
- Assist with camp participant sign-in and sign-out throughout the day.
- Ensure behavioural policies are followed by camp participants.

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## REQUIREMENTS

- Previous experience coordinating children or youth programs.
- Previous experience coordinating and supervising volunteers.
- Previous experience providing learning and behavioural support to students.
- Ability to relate to children and teens.
- 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 with a small team and to show initiative.
- Approachable and flexible with an eagerness to learn.
- Ability to work with a variety of personalities.
- Must have a flexible work schedule to accommodate additional hours as needed.
- Proficiency in MS Office and Zoom and the ability to use new software.
- Ability to lift 30 pounds.
- Must have valid First Aid Certification by position start date.
- Must have a Police Information Check completed upon hiring.

## 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.

## ASSETS

- Experience working with children with special needs.
- Proficiency in a second language such as French, Korean, Mandarin or Cantonese.

**Please submit a résumé with cover letter and references by March 7, 2025, 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.*

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