

# PLACE DES ARTS

## **Summer Fun Camp Coordinator**

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

**Start date: June 1, 2025 – August 14, 2026**

**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.

### **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 six weeks of our Summer Fun! Art Camps, for students ages 5 to 14. The camps will run from July 6 - August 14, 2026, 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.
- Oversee scheduling and supervision of volunteers.
- Complete a comprehensive final report of the Summer Fun! camps.
- Other duties as assigned by the Program Manager.

#### **Camp Operations (July 6 – August 14)**

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

- 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.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Previous experience coordinating children or youth programs.
- Previous experience coordinating and supervising volunteers.
- Ability to relate to children and teens.
- Effective written and verbal communication skills.
- Proficiency in MS Office and the ability to learn new software.
- 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.
- Experience working with children with special needs is an asset
- Proficiency in a second language such as Korean, Farsi, Mandarin or Cantonese is an asset.

## **Requirements**

- Must be between 15 and 30 years of age at the start of employment.
- Must 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 employment.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.
- Must not hold another full-time (30 or more hours) summer job or full-time study during employment.
- Must have a flexible schedule to accommodate additional work hours as needed.
- Ability to lift 30 pounds.
- Have a valid First Aid Certification by employment start date.
- Have a Police Information Check, including a vulnerable sector screening, completed prior to employment start date.

**Please submit a résumé with cover letter and references by March 6, 2026, to Marley Jordan, Program Manager, Dance, Theatre & Literary Arts at [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.*