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PLACE DES ARTS

JOB POSTING
Temporary Full-time, **1-week contract**, Monday to Friday 8:30am-4:00pm, March 15-19, 2027 (35-hour work week)
Temporary Part-time, **1-week contract**, Monday to Thursday 8:30am-12:15pm, March 22-25, 2027 (15-hour work week)
Rate: $30/hr + 4% in lieu of vacation.

Place des Arts is seeking **Art Camp Education Assistants** to supervise and support our campers for our upcoming Spring Break Art Camps from March 15-25, 2027. We are looking for qualified candidates who are passionate about supporting successful experiences for children in a fun and creative environment.

ABOUT PLACE DES ARTS
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 Program Manager and working collaboratively with the Art Camp Education Assistant team, the Art Camp Education Assistant will help Place des Arts staff and teachers with supervising and supporting camp participants with support needs and/or behavioural challenges to create an equitable and inclusive environment for all participants.

SPECIFIC ACCOUNTABILITIES
- Work cooperatively with Camp Staff and teachers to create a support schedule to ensure all identified students are supported.
- Visit identified classrooms in the centre to assist students who require positive behavioural support in the classroom, during transitions and breaks.
- Provide verbal status reports regarding student support to the Camp Staff Team.
- Reinforce Place des Arts' "FISH" policy behaviour values:
    - **F**ollow Instructions
    - **I**nclude Everyone
    - **S**how Respect
    - **H**elp Each Other
- Assist with ensuring safe student arrival and departure.
- Reinforce Place des Arts' health and safety 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 (or equivalent education and/or work experience).
- Previous experience working with children aged 5-11 with support needs and/or behavioural challenges in a field related to education and/or childcare.
- Approachable, patient, caring, friendly, dependable, committed, responsible and adaptable.
- Effective communication skills.
- Ability to evaluate a situation and determine what action to take.
- Ability to work collaboratively with a variety of personalities.
- Proficiency in a second language (French, Korean, Farsi, Mandarin or Cantonese) considered an asset.
- Valid First Aid certification considered an asset.

REQUIREMENTS

- Must have a Police Information Check with a vulnerable sector screening completed by position start date.

HOW TO APPLY

All submissions should include the following information:

1. Name, telephone number and email address
2. Cover letter and résumé

Send your application to opportunities@placedesarts.ca c/o Scott Jeffrey, Program Manager, Music. Applications will be reviewed and considered as they are received. 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.