

Summer Camp Coordinator, Summer Student Position

Type: Seasonal Position

Location: Peterborough, Ontario

The Art School of Peterborough is a non-profit organization and is dedicated to fostering the growth of creativity and skills in visual art forms for everyone. The Art School is looking to hire a Summer Camp Coordinator as a summer student position. This position will primarily involve coordinating all summer camp communication and project initiatives related to 2019 Summer Camps. Overview of children, assisting instructors, coordinating volunteers, and ensuring prep material is complete for upcoming weeks. The Summer Camp Coordinator will work closely with the Art School of Peterborough's Executive Director. This position will play a key role in the execution of our summer camps. A successful candidate will achieve success in this role if you are creative and dynamic, a team player, have high attention to detail and superior verbal skills, problem solver and a love for working with children. Duties will include supervising and ensuring safety of children, communication with parents, material prep work, coordinating and overseeing volunteers, aiding instructors when needed.

Duties & Responsibilities

- Work in conjunction with The Art School's Executive Director and Instructors around planning summer camp material.
- Aid Instructors when needed
- Prep all materials needed for upcoming summer camp weeks.
- Coordinate Volunteers - Schedule breaks, ensure their full potential is being utilized, keeping them on task
- Take photos of summer camp children to be uploaded to social media sites
- Update Facebook, Twitter, Instagram and YouTube daily with current activities.
- Provide a strong leadership
- Run Summer Camp indoor/outdoor games during break times.
- Perform other duties as needed or assigned

Qualifications

- Post-secondary education in childcare, teachers college, early childhood education an asset
- Relevant work experience is an asset
- Experience with coordinating others, and events an asset
- Child's CPR and First Aid required
- Strong verbal skills
- Previous proven experience in social media

- Self-motivated and ability to independently with minimal supervision and guidance as a team player
- Proven evidence of superior organizational and interpersonal skills
- Excellent people relationship building skills
- Strong attention to details
- Superior organization skills
- Ability to work independently and under pressure

This position is partially funded through Canada Summer Jobs, and thus candidates must meet the following eligibility criteria:

- 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 31; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

How to Apply

Interested candidates are asked to forward their resume and cover letter to Executive Director, Jenni Johnston, at info@artschoolptbo.org

By **May, 3rd at 5 pm.**

The Art School of Peterborough is an equal opportunity employer. Potential candidates selected will be contacted for an interview.