

CANADA SUMMER JOBS POSTING: CAMP COORDINATOR

Camp Coordinators will work in a team environment and will oversee the development and delivery of summer camps for kids aged 6 to 14.

Hours: Monday to Friday 8 AM to 4 PM (flexible as required)

Wage: \$18.00 per hour

Reports to: Coreen Thornhill, Manager of Public Programs

Start date: May 1, 2023

End date: August 29, 2023

Leighton Art Centre has a rich history as a place for creative expression and artistic endeavour. Situated on 80 acres of magnificent foothills landscape southwest of Calgary, the Leighton Art Centre features the historic home of renowned artists A.C. and Barbara Leighton. We offer a space to explore, appreciate, and create while building long-lasting connections to art and nature. With our museum, art gallery, shop, and education centre we continually enrich our community with ongoing exhibitions, workshops, and events.

Camp Coordinators will:

- Be a positive team member.
- Work with our education team in May & June on our education programs that are offered to schools, home-school, and community groups.
- Assist with general day-to-day tasks and events.
- Assist Public Program Manager and Public Program Officer in the preparation, development, and delivery of Summer Camp.
- Help train and coordinate with Junior Camp Counsellors on day-to-day tasks
- Deliver and supervise planned activities of summer camp curriculum on a day-to-day basis.
- Be a positive role model to help guide summer camp participants through a fun, safe, and educational art and nature experiences.
- Build strong communication skills by working as part of a team, running camp activities, and greeting campers and parents every morning to give basic information about camp.
- Take turns on bus duty with other Camp Coordinators and Junior Camp Counsellors to help supervise campers and ensure that campers are properly signed in and out of camp.
- Be responsible for organizing and cleaning art studios for daily activities and dealing with and reporting any incidents to the Public Programs Manager or Public Programs Officer.
- Enrich lives and connections to each other, through art, history, and the environment.
- Host a youth art exhibit at the end of each week for the parents/ guardians of the summer campers.

This position will develop skills in client services, teamwork, communication, leadership, and problem-solving.

Client service: The Camp Coordinators will be required to interact with parents and children on behalf of the Leighton Art Centre. They will be expected to communicate efficiently and professionally when answering questions and addressing concerns.

Teamwork: Art Educators and Camp Coordinators will work together as a team guided by the Leighton Art Centre's Public Programs Manager. They will be expected to help train Junior Camp Counsellors, coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, and lend a hand if one of their peers is struggling.

Communication: Camp Coordinators will need to be skilled communicators who will deliver summer camps to a wide range of youth. They will convey ideas on art, history, and nature and will need to command the attention of groups of children. This will enhance their communication skills by giving them ample practice in public speaking, and by using verbal and non-verbal cues to reach many types of learners.

Leadership: Camp Coordinators will enhance their leadership skills in this role by building relationships, communicating effectively, working as a team member, demonstrating initiative and, taking responsibility for the completion of tasks that require multiple employees.

Problem Solving: Camp Coordinators will be the main point of contact with youth during summer camps. They will be required to think quickly, analyse the situation, and decide on a course of action should any conflict or accident arise.

Camp Coordinators will be provided with a comprehensive HR policy that outlines their rights and responsibilities as an employee and a copy of the emergency response plan. They will receive a week-long training before Summer Camps begin.

Requirements:

- Energetic, with the ability to work with young kids on a day-to-day basis.
- Training in early childhood education.
- Proficient in classroom management.
- Artistic background is an asset.
- Cleared Vulnerable Sector Check.
- Valid First Aid certificate is an asset.
- Must be between the ages of 16 and 30 to be eligible for Canada Summer Jobs placement and must be legally entitled to work in Alberta.
- Candidates must have a reliable vehicle and valid driver's licence.

Apply by April 15:

Send your cover letter and resume to Coreen Thornhill, Manager of Public Programs: education@leightoncentre.org.