

Spring Camp Coordinator

Applications due: Sunday, February 10 at 5:00 PM



DEPARTMENT: Visual Arts
TERMS: March 12 – 16, 9 AM – 5 PM
March 18 – 22 and 25 – 29, 8:15 AM – 5:15 PM
April 1 & April 2, 9 AM – 5 PM
WAGE: \$17.50 per hour

Description:

The Evergreen Cultural Centre seeks an imaginative, resourceful and enthusiastic Spring Camp Coordinator to support the delivery of the Evergreen's hands-on performing and visual arts camps for participants aged from 6 to 11 years. Under the direction of the Education Coordinator and Visual Arts Manager, the Spring Camp Coordinator's primary responsibilities include camp administration, developing and providing break time activities for participants in the ECC's hands-on performing and visual arts camps and support for camp program staff and volunteers.

Duties and Responsibilities

Morning 8:15 - 9:00 AM

- Administration.
- Room set up.
- Oversee the sign-in of camp participants, collect appropriate forms from guardians. (8:45am – 9am)
- Coordinate lunches and snacks with volunteers.

Lunchtime break 11:45am – 1:15pm

- Provide direct supervision of program participants during lunchtime break.
- Develop and lead creative, age-appropriate participatory activities over lunchtime break.
- Clean up upon conclusion of lunchtime break.

Aftercare 4:00 – 5:15 PM

- Develop and lead creative, age-appropriate participatory activities for aftercare participants.
- Provide direct supervision of aftercare participants.
- Follow approved sign out procedures for program participant caregivers.
- Clean up upon conclusion of aftercare activities.

Program Support - ongoing

- Support Volunteer Orientation on Saturday, March 16th
- Assist staff, counsellors and instructors with overall camp logistics and programming.
- Support Marketing on the creation and distribution of camp take-aways, such as performance programs and slideshow presentation.
- Liaise and correspond with parents regarding camp activities.
- Assist with the documentation of camp activities.

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Qualifications:

The Spring Camp Assistant possesses:

- Exceptional written and verbal communication skills.
- Exemplary organization skills.
- Ability to complete tasks with minimal supervision.
- Demonstrated interest in public engagement and educational program planning and delivery.
- Experience with child care.
- Comfort working with children and youth in large group settings and one-on-one.
- The demonstrated ability to work with audiences and participants of all ages and backgrounds.
- A valid criminal record check (or the availability to obtain one).
- Experience in education, recreation administration or in a camp environment is an asset.
- First aid training is an asset.

Apply:

Applicants should submit a cover letter and a current resume to the attention of Katherine Dennis, Visual Arts Manager, Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam, BC V3B 7Y3, via e-mail: katherine@evergreenculturalcentre.ca or fax at 604.927.6559 no later than Sunday, February 10 at 5:00 PM. Only those applicants selected for interviews will be contacted.

For further information, e-mail katherine@evergreenculturalcentre.ca. No telephone calls please.