

Cape Breton Centre for Craft & Design

Job Title: Summer Day Camp Coordinator

Location: Sydney, NS

Duration: 8 weeks (June 13th – August 5th)

Salary: \$15 per hour 35 hours per week

Application Deadline: **May 13, 2022**



Job Description:

Cape Breton Centre for Craft & Design offers a series of craft and art programs for children ages seven to thirteen during the summer months. The main task of the successful candidate will be to coordinate, plan and implement the 2021 craft and art program for youth. While maintaining Covid-19 regulations, the coordinator shall direct the program, lead activities and anticipate program needs. The Day Camp Coordinator shall be under the supervision of, and responsible to the Executive Director, and shall work with other staff in coordinating all camp activities and needs.

This position shall perform all duties related to the Summer Day Camp program as assigned including but not limited to:

- Research and coordination of craft camps
- Promotion and budgeting of craft camps
- Registration of participants for craft camps
- Creation of a COVID-19 contingency plan (example: craft kits, online teaching, etc..)
- Acquisition of craft camp supplies
- Supervision and teaching assistance of up to 15 youth
- Craft program development and evaluation
- Report writing
- Other duties as assigned.

Job Specifications:

It is preferred that the successful candidate be enrolled in and have completed at least one year of a Bachelor of Education program or Fine Arts / Craft program.

It is preferred that the successful candidate have previous experience in working with youth groups and possess a reasonable degree of independence and ability to perform tasks with minimal supervision.

Note: Successful applicant will complete a Child Abuse Register Search.

To apply:

Interested applicants should submit their resume, cover letter and three references, no later than **Friday, May 13, 2022 at 4:00 p.m.** to Diane Campbell, General Manager at diane@capebretoncraft.com.

Cape Breton Centre for Craft and Design is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programs and services. We thank all applicants for their interest; however, only those selected for an interview will be contacted.