



Job Opportunity

Camp Supervisor - Creative REMIX Summer Art Camp

Sunset Community Centre is seeking a dynamic and organized Creative REMIX Art Camp Supervisor to implement and lead children (6-12yrs) art focused camp at Moberly Arts and Cultural Centre! Every week offers exciting art & cultural activities, community engagement from local artists, and out trips. The Creative REMIX Art Camp Supervisor reports to the Summer Day Camp Project Manager and Arts & Cultural Programmer, and supervises the Creative REMIX Art summer camp leaders and volunteers within the art camp. This is a direct leadership role with supervisory responsibilities. Camp runs from July 6-August 14, Monday to Friday, 9:30am-3:30pm. Before Camp runs 8:00am-9:30am and After Camp runs 3:30pm-5:00pm.

Responsibilities:

Administration

- Supervising summer Creative REMIX Art camp activities for youth ages 6-12 years, with support from the Arts & Cultural Programmer and Day Camp Project Manager
- Managing budgets, promotion of camps, and preparing reports
- Liaising with parents/guardians of camp participants
- Communicating with community centre staff and following organizational procedures
- Ensuring waiver forms and special approval forms are completed, and safety procedures are practiced
- Assist with the promotion and marketing of camp

Human Resources

- Preventing and resolving conflicts
- Mentoring, supervising, and leading camp staff and volunteers
- Assisting the Day Camp Project Manager as needed and making decisions when the Project Manager is not available

Programming

- Experience working in a day camp setting as leader or supervisor
Programming unique arts opportunities ranging from arts and crafts to community engagement art projects to outdoor adventures
- Ensuring leaders carry out the programming safely, while keeping the campers engaged in meaningful play
- Direct leadership and coordination of workshops, artists and activities
- Preparing of equipment and supplies required for operations of daily activities

Qualifications & Experience:

- Experience working in a day camp setting as leader or supervisor
- Experience working with children and youth ages 6-12 in a recreational setting
- Excellent communication, leadership, problem-solving and interpersonal skills
- Experience working in the arts and/or training in an arts discipline with a passion for artistic endeavors
- Valid first aid and CPR certification is mandatory; valid BC Driver's License and second language is an asset
- Experience with administrative tasks such as writing reports, and managing budgets
- Clearance of a Police Record Check

To be eligible to participate in the Canada Summer Jobs initiative, individuals must:

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

Work Schedule: 40 hrs/wk: up to 8 hour shifts ranging between 8:00am-5:00pm Monday to Friday from July 6 until August 14. Part-time planning in May/June will be required (hours to be negotiated).

Rate of Pay: \$18 per hour plus 4% in lieu of benefits

Deadline: Applications are due no later than **Friday, May 10, 2019**

Submit Cover Letter and Resume via email to:

Joel Gomez, Program Assistant III, moberly@vancouver.ca

Please list the position "Creative REMIX Art Camp Supervisor" in the subject line.

ONLY EMAIL APPLICATIONS WILL BE ACCEPTED

We thank all applicants for their interest in the Summer Day Camps program, but due to the volume of applications received, we are only able to contact those applicants who have been selected for an interview. No phone calls please.