

OPPORTUNITY FOR EMPLOYMENT – Summer Programs Supervisor (SPS)

Summary

The [Aurora Cultural Centre](#) (the Centre) is a vibrant, multidisciplinary arts organization located in the heart of York Region. Our mandate is to engage and inspire our community with a diverse range of visual art, music, and performing arts programs. The Centre is currently seeking a **Summer Programs Supervisor (SPS)**. This role's main function is to act as the lead position in the promotion, planning, and delivery of the Centre's visual arts-based summer camps for children aged 4-12, both **virtually** and **in-person** if/when allowed under COVID-19 restrictions. The SPS will supervise a team of up to four Arts Camp Senior Counsellors in the successful delivery of our Summer Arts Camp programs. This position requires strong administrative skills, artistic skills, hands-on instruction skills, knowledge of virtual class delivery platforms, and leadership skills. This is an ideal position for arts, education, or arts administration student at the college or university level who has experience working with children and is enthusiastic about working with young people and the arts.

In addition to full-time hours beginning **May 31st** and ending **August 27th**, the SPS will also need to be available to lead promotional activities for the Summer Arts Camp at local events, should these events be permitted under COVID-19 restrictions.

The Aurora Cultural Centre is committed to racial justice and reconciliation, and values diverse voices that reflect the communities we serve. We encourage Persons with Disabilities, Black, Indigenous, other racialized candidates and/or candidates from the 2SLGBTQIA+ community to apply for this position.

Responsibilities

- Develop, implement, and supervise a diversified arts camp program in cooperation with the Education & Outreach Manager (EOM) that supports the Centre's objectives, philosophies and standards
- Prepare program outlines, daily activities, lesson plans, along with art techniques and goals that match weekly themes
- Coordinate equipment and art supply orders and complete inventory
- Participate in preparation of curbside pick-up of art kits weekly
- Provide daily direction and support to camp counsellors and volunteers
- Oversee daily activities across the camp(s), ensuring programming is effective and adapted to camper needs
- Accurately prepare and maintain required administrative records, including registration information, attendance records, sign in and sign out procedures, arrival/dismissal forms
- Prioritize camper well-being, safety and protection throughout the camp(s); evaluate situations for potential risks; resolve problems and conflicts effectively as they arise; report all incidents promptly and thoroughly to the EOM using incident/accident report forms
- Provide regular updates and feedback to the EOM through parent feedback and camp evaluation surveys; implement changes where necessary
- Ensure adherence of policies and procedures (COVID-19 and otherwise) working closely with the counsellors to ensure consistency under the guidance of the EOM
- Effectively and efficiently communicate to all stakeholders including parents, campers, counsellors, volunteers and special guests as well as managing phone and e-mail inquiries in a timely manner, this includes camp newsletters and notes
- Serve as a liaison with parents, reinforcing the Centre's customer service, diversity and inclusion (of special needs/exceptionalities, ethno-cultural, English as second language, socio-economic backgrounds)
- Other duties as required

Candidate Eligibility

- The Aurora Cultural Centre requires that candidates for this position:
- are a Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- are legally entitled to work in Canada;
- are between 18 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- do not have another full-time job (over 30 hours a week) while employed in this position
- have been a full-time student (as defined by your educational institution) in the semester preceding the job
- intend to return to full-time studies in the semester following the job

Qualifications and Skills

- **Post-secondary student in arts education, visual arts, theatre, arts administration, or a related field**
- At least one year of supervising part-time staff, preferably in a recreational camp setting
- At least one year of experience teaching/instructing children in a camp setting, preferably in visual arts and/or theatre
- Knowledge of MS Office Suite for creation of camp templates, weekly newsletters, reports, and other communications as necessary
- Ability to work effectively and professionally both independently and within a team environment
- Excellent communication, problem solving, and interpersonal skills
- Proven administrative skills. Detail oriented
- Knowledge of and experience with video editing software is considered a great asset
- Knowledge of virtual platforms such as Google classroom is considered a great asset
- Knowledge of a second language is considered an asset

Continued on next page

Additional Information

The successful candidate is required to have Emergency First Aid and CPR – C Certification. AED training is considered an asset. They will also be required to submit a Police Vulnerable Sector Screening in accordance with our policy for Centre staff working with children under the age of sixteen. This amount will be reimbursed if a receipt is provided. A valid driver's license and daily access to a vehicle is considered a strong asset for local program supply trips. The candidate must further be an energetic individual, with an ability to participate in the physical tasks required by the job (some lifting/carrying of art supplies, moving tables and chairs as needed, transport of supplies to various spaces, hanging artwork, and general movement required of hands-on arts instruction). The successful candidate will possess excellent organizational and communication skills and be able to demonstrate the maturity and creativity that will allow them to excel in this role.

Location: The Aurora Cultural Centre is committed to adhere to public health safety guidelines for our employees and families, and all team members continue to work remotely. Once public health guidelines are revised and lifted, this position will be based in our offices and programming space in Aurora, Ontario.

Hourly Wage: \$22.72/hr

Application deadline: Friday, May 7, 2021 at 4:00 pm ET

How to apply:

Please email a cover letter and resume to Leanne DiMonte, Education & Outreach Manager at leanne@auroraculturalcentre.ca. No phone calls please. Please note other application processes may be necessary should the Centre be successful in receiving federal and/or provincial grants.

We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the staffing process, please do not hesitate to contact us.

We thank all applicants for their interest in joining our team, and all responses will be held in strictest confidence. Only those selected for an interview will be contacted.

Visit our website to learn about us! auroraculturalcentre.ca

This position is contingent upon grant funding.

-END-