

SUMMER CAMP COORDINATOR

Museum London

Museum London seeks a full-time Summer Camp Coordinator Monday- Friday for the period of June 17 - August 23, 2019. Reporting to the Curator of Public Programs the successful applicant will have experience in supervising or educating children in order to coordinate Museum London's popular summer art camps. This person will facilitate leisure activities for the children, communicate with staff, arts instructors and families, work with volunteers, assist with arts activities, and oversee the daily camp schedule. Prior volunteer experience with Museum London camps an asset.

WORK PERFORMED

- 1) Oversees leisure activities and splash pad outings for campers
- 2) Ensures camps are safe and of the highest standard and appropriate level for diverse learners of varying ages
- 3) Communicates effectively with Museum staff, families, instructors, assistants and stakeholders
- 4) Manages sign-in/sign-out procedures and phone and email inquiries
- 5) Administers and maintains camp documentation
- 6) Fill out reports and informs security of all incidents
- 7) Participates in the orientation of arts instructors, co-op students, and volunteers
- 8) Maintains attendance statistics.
- 9) Performs other related duties as required.

EDUCATIONAL QUALIFICATIONS

Minimum grade 12 with a background in children's supervision and education
Recommended High Five training in Principles of Healthy Child Development

SKILLS/ABILITIES

Responsible, outgoing individual
Enjoys working with children in a camp setting
Good organizational skills
Experience in children's education
Experience in Studio arts helpful but not necessary

Museum London is an equal opportunity employer. We thank all applicants but must advise that only those selected for interviews will be contacted.

Pay rate \$17 per hour

This is a Canada Summer Jobs position.

Applicants must be between the ages of 15 and 30 years old, and be a Canadian citizen.

APPLICATION BY E-MAIL TO abidinosti@museumlondon.ca

APPLICATION DEADLINE May 10, 2019

Anita Bidinosti
Curator of Public Programs
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