

SUMMER CAMP COORDINATOR

Museum London

Museum London seeks a full-time Summer Camp Coordinator from Monday to Friday, June 19 to August 25, 2017. Reporting to the Curator of Public Programs, the successful applicant must have experience in children's arts education 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.

WORK PERFORMED

- 1) Oversees leisure activities 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) Fills 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 studio art and/or children's education background

SKILLS/ABILITIES

Responsible, outgoing individual
Enjoys working with children
Good organizational skills
Experience in art education
Must be available to take High Five training in June

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

This is a Canada Summer Jobs position. Applicants must be between the ages of 15 and 30 years old, be a Canadian citizen, have been registered as a full-time student last year, and be returning to school full-time.

APPLICATION BY E-MAIL TO: abidinosti@museumlondon.ca

APPLICATION DEADLINE: 5:00 pm, June 9, 2017