**JOB POSTING**

**Summer Camp Coordinator**
Museum London is seeking an experienced individual to coordinate the delivery of onsite public Summer Camp programs for children 6-12, for 8 weeks between July 10 – September 1, 2023. The successful candidate must be at least 15 years of age at the beginning of the employment period and no older than 30 years of age at the end of the employment period. The Summer Camp Coordinator will administrate the Summer Camps and provide support to the Summer Camp Instructors.

The successful candidate will take direction from Coordinator of Youth, Family, and Outreach Programs. They will liaise between the Summer Camp Instructors and the Coordinator of Youth, Family and Outreach Programs, represent the Museum to parents, administer and maintain camp documentation, photo-document the Summer Camps for promotional purposes, order and control supply and equipment inventory, and when necessary, set up and strike camp studio space.

The position is 35 hours/week, running Monday-Friday, 9 a.m.-5 p.m. each day, with one half-hour unpaid lunch. August 1 is a statutory holiday.

This position has a wage of $18/hour.

**SKILLS AND ABILITIES:**
- Experience working with children
- Strong administrative skills
- Independent
- Energetic
- Creative
- Strong communication skills
- Strong customer service abilities

**QUALIFICATIONS**
- Knowledge of visual arts and varied studio practice (BFA preferred)
- Emergency First Aid with CPR Level C (cost will be reimbursed by Museum London)
- Police Vulnerable Sector Screening (half the cost will be reimbursed by Museum London)
- HIGH FIVE Certification (cost will be reimbursed by Museum London)

Museum London is an equal opportunity employer and welcomes applications from people of all abilities. Accommodations for candidates are available on request for all aspects of the selection process. This is a Canada Summer Jobs position. Applicants must be between the ages of 15 and 30 years old at the start of employment, be a Canadian citizen, permanent resident, or been granted refugee status in Canada under the *Immigration and Refugee Protection Act*. International students are not eligible participants.

**Applications should be submitted by 5:00 p.m. Friday June 2, 2023 to:**
Sarah Munro,
Museum London
Re: Summer Camp Coordinator
smunro@museumlondon.ca