

KIDS CLUB CAMP COORDINATOR

Job Type: Contract

Duration: 40 hrs/wk over 12 weeks

Hourly Rate: \$18.00/hour

Start Date: May 8, 2023

Application Deadline: April 10, 2023

HFTco's Hamilton Fringe is looking for a driven, community-minded, collaborative Kids Club Camp Coordinator for a 12-week contract position as part of the summer theatre festival. Reporting to the Executive Director, the Kids Club Camp Coordinator will work collaboratively with Fringe staff to plan and execute overall camp programming.

Key Areas of Responsibility

- Be the first person camp counsellors and volunteers can turn to.
- Plan and lead camp staff training including but not limited to: conflict resolution, leadership skills, communication styles, camper age characteristics, and more.
- Create lesson activity plans, teacher materials for future use, and counsellor staff handbooks.
- Work collaboratively with Kids Club Camp staff to ensure campers are safe, following camp rules, and engaging in camp programming.
- Participate fully in camp activities alongside campers with enthusiasm and a positive attitude.
- Provide help with behavioural, emotional or other difficulties with campers.
- Connect with parents of campers with disabilities prior to camp start date to help support camp staff, parents, and campers about their week at camp.
- Connect with and build relationships with campers that contribute to their overall camp experience, supporting them to the best of your ability while leading with care.
- Prepare and support programming activities such as arts and crafts, music, drama, dance, poetry, and support special guest program facilitation.
- Maintain proper camper-staff ratio at all times, as well as other health and safety guidelines.
- Support camp staff in maintaining cleanliness and organization of the Family Fringe Hub.
- Maintaining a welcoming, safe and secure environment for all event participants and attendees.
- Ensuring all COVID-19 protocols in place at the time of the festival are adhered to, which may include masking mandates, physical distancing, increased sanitation measures, and capacity limits.
- Working with community partners and stakeholders to ensure positive and meaningful engagement with neighbourhood inhabitants and businesses.
- Providing thoughtful feedback using the SWOT method at project completion to help the organization learn and grow.
- The responsibilities listed above address the key duties of this position. Additional related tasks may be assigned at the discretion of the Executive Director.

Professional Qualities and Skills

- A passion for arts education.
- A willingness to provide encouragement, feedback and support to camp staff.
- Experience working with children.
- Experience in supporting children with special needs or challenging behaviours is preferred.
- Excellent communication and organization skills.

- Experience working in previous camp settings is an asset.
- Previous experience in onsite event management is an asset.
- An ability to troubleshoot and problem-solve in a fast-paced environment while maintaining a friendly demeanor.
- Experience assembling and leading a small team to complete a project.
- Experience and/or interest in community-building through the arts.
- Experience and/or interest in arts administration.
- A working knowledge of task management systems and software (such as Asana).
- Some familiarity with web-based office software (Google docs, WhatsApp, etc)
- Excellent multi-tasking skills.
- Be self-motivated in completing tasks and meeting deadlines.
- Exhibit critical thinking and problem-solving skills.
- Be a collaborative worker and a team player.
- Maintain good time-management skills.
- Have a highly-developed set of interpersonal and communication skills (written and oral).
- Should have valid first aid certification.
- Police checks required (can be subsidized by HFTco if not current).
- Working knowledge of the Occupational Health and Safety Act.
- Valid driver's license is an asset.

About the Student Work Placement Program (SWPP):

This position is made possible in part through the support of Canada's Student Work Placement Program (SWPP) program.

PLEASE INDICATE WHETHER OR NOT YOU ARE ELIGIBLE FOR THE SWPP PROGRAM IN YOUR COVER LETTER. Important note: ineligibility for SWPP does NOT disqualify your application. We consider ALL applicants regardless of SWPP eligibility.

To be eligible for the SWPP program:

- You must be a registered student in a recognized Canadian post-secondary institution.
- You must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. *International students with a work/study permit are not eligible.*
- You must have a Work-Integrated Learning (WIL) component (co-op, internship, practicum, etc.) within your study plan during the term of the placement/application, or an optional WIL recognized by the institution of your enrollment in the corresponding semester.

Please note that contract start date, duration, and total hours of the work term may change subject to confirmation of program funding. Any changes will be communicated to successful applicants prior to hiring.

To apply: Please send a cover letter and resume by April 10, 2023 to christopher@hftco.ca with 'Kids Club Camp Coordinator' in the subject line, early applications encouraged. Please submit files in a single PDF file, using the following naming format: your first name_your last

name.pdf. Only email submissions will be accepted. While we thank all applicants, only those chosen for an interview will be contacted.

About Hamilton Fringe:

The Hamilton Fringe Festival runs July 19-30, 2023 in multiple indoor and outdoor locations across downtown Hamilton, Ontario. Every summer, the festival welcomes 50+ performance companies from the local, national, and international arts community, presenting more than 400 performances over 12 days. In an average year, the annual summer festival draws in more than 20,000 audience members to the region each year.