



ART CITY IN ST. JAMES TOWN

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Program Coordinator and Arts Educator, temporary full-time, July 8-August 23

Art City is seeking an energetic and caring individual experienced with children/youth to join our Summer Camp team. The Program Coordinator will contribute to daily delivery of summer camp programming, and will work closely with our team to lead art projects, develop program content, organize camp-wide logistics, and train and supervise volunteers. This is an exciting opportunity to support administration and facilitation of community-based arts programming in St. James Town.

Art City in St. James Town (Art City) is a much-loved neighbourhood-based organization that has served the St. James Town community for over 20 years. Art City provides free arts education programs to children and youth. We believe art has the power to foster a sense of self-worth and confidence, encourage positive self-expression and exploration, and nurture community. We are passionate about using art as a tool to build resilience.

Responsibilities for this role include supporting our team in (a) planning, logistics, and public-facing communications and (b) teaching arts and crafts lessons, leading students through games, supervising student lunch and excursions and mentoring students. Reporting to the Program Manager and Executive Director, the successful candidate will have the skills necessary to design and lead programming for children/youth in a variety of developmental stages. They will have experience working in low-income and diverse communities, and enjoy community-based, hands-on programming.

Requirements

- Passion for arts/arts programming
- Experience working with children/youth (ages 5-15)
- Responsible independent and team-player
- Experience administering programs
- Flexibility to work both in-person and virtually (~30+ hrs/week)
- Access to computer/tablet with video and microphone capabilities
- Familiarity with social media platforms and youtube an asset
- Vulnerable Sector Check or willingness to acquire
- First-Aid Certification (CPR-C) or willingness to acquire

Responsibilities

- Work alongside Camp Counsellors to:
 - Independently lead small sub-group of campers; mentor youth through Social-Emotional-Artistic Learning

- Plan, prepare and facilitate culturally relevant programming (art lessons, crafts, excursions & games)
- Provide one-on-one and group supervision
- Plan and lead field trips
- Teach, foster and model Art City's values
- Support social media administration and public-facing communications content (i.e. promotional videos) with team and independently
- Support training and supervision of all volunteers
- Manage risk effectively and uphold health and safety to ensure safety of campers
- Support the Executive Director with program logistics
- Work collaboratively with team and contribute to a positive organizational culture

Application Details

To apply, please submit the following **by May 31, 2024 at 4 p.m. EDT through the application portal on artcity.kids**:

- A letter of interest describing your connection and commitment to the St. James Town Community (300 words max)
- A resume (PDF or TXT format)

If you are unable to submit through the application portal, please send an email to contact@artcity.kids with your letter of interest and resume attached as a PDF, and include the subject line: "Job Application: Program Coordinator and Arts Educator"

Please note: This position is funded through Canada Summer Jobs. Applicants must be between ages 15-30 and a Canadian Citizen, Permanent Resident or Refugee and legally entitled to work in Canada to apply. Employment term: temporary full-time, July 8th-August 23rd.

Equity Statement

Art City is an equal opportunity employer and welcomes applications from persons of diverse backgrounds. In accordance with our values we seek to advance equity and inclusion in our hiring practices. As part of our commitment to anti-oppression and anti-discrimination this position prioritizes individuals who reside locally to St. James Town and applicants who identify as Black, Indigenous, Person of Colour, Queer, Trans, Non-Binary, a Woman, a Person with a disability, or a combination of these identities. We encourage you to self-identify in your application if you desire. Please let us know if you require any accommodations during the recruitment process.

Art City is situated on the Toronto-York lands that are the traditional Indigenous territory of the Wendat, the Haudenosaunee, the Anishinaabek, and the Mississaugas of the New Credit. Art City recognizes the presence of contemporary Indigenous Peoples in Tkaronto as these territories continue to be a meeting place for many Indigenous nations.