**YMCA Calgary**
101 3 St SW
Calgary AB T2P 4G6
403-269-6701
ymcacalgary.org

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| **Job title** | *Summer Camp Visual Arts Instructor* |
| **Job Code** | *BY* |
| **Job Grade** | *$17.78-26.66/hr* |
| **Classification** | *Part Time* |
| **Job Location** | *Brookfield Residential YMCA at Seton* |
| **Reports to** | *Arts Program Director, Brookfield Residential YMCA at Seton* |

## Job purpose

Reporting to the Arts Program Director, this position will be responsible for the effective instruction of visual arts skills to class participants. Participants ages range from 4 to 13 (grouped according to age). In consultation with the Arts management team, the instructor will be responsible for the planning and implementation of visual arts classes during summer camps at Brookfield Residential YMCA at Seton. This position has the potential to evolve into a Part-Time Visual Arts Instructor in the Fall.

## Duties and responsibilities

Duties and Responsibilities include:

- Prepare lesson plans, teach and educate participants (ages 4-13) in visual arts skills, according to the curriculum
- Help develop/offer input to the current curriculum, in alignment with the growth and development of all arts programming initiatives
- Assure the health and safety of participants by following health and safety practices and regulations
- Provide a safe, fun, engaging, creative and supportive environment for participants and volunteers
- Exceptional organizational, multi-tasking, problem solving and decision making skills
- Exceptional verbal, written and interpersonal skills with a focus on customer service
- Strong attention to detail and exceptional follow-through
- Ability to work independently and as part of a team
- Be able to maintain a high level of confidentiality
- Maintain a professional attitude at all times
- Ability to meet assigned deadlines
- Effectively communicates in a variety of settings;
- Work collaboratively with colleagues to ensure best delivery of customer/client experience, consistency in program offerings etc.
- Perform other duties as assigned
- Be available to work flexible hours, including evenings and weekends
- Ensure the space and its equipment are being treated safely, and appropriately

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## Qualifications

Qualifications include:

- Associated Degree(s) or diploma(s) in related field: visual arts, teaching, working with adults, seniors and/or adults with disabilities.
- Previous experience teaching/working in the field
- Current Standard First Aid and AED certification (YMCA will provide training opportunities to re-certify, ie to keep your original certification current);
- Meet and maintain any other specific licensing requirements
- Evidence of a cleared police security clearance including a vulnerable sector search;
- Three professional references required.

## Working conditions

The Visual Arts Instructor will be working within a major recreational facility; work will occur primarily within and around the arts studio spaces, but may also occur within traditional office settings, and throughout the department including the performance space, fitness/dance studios, lobbies and occasionally outdoor locations.

## Physical requirements

The Visual Arts Instructor position is a physically active role, which may require moderate lifting (the ability to lift 50 lbs), repetitive movements, and extended periods of standing on cement, bending, and walking, as well as talking to groups.

## Direct reports

The Visual Arts Instructor will report directly to the Arts Program Director.

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| **Approved by:** | |
| **Date approved:** | |
| **Reviewed:** | |