

# LEIGHTON ART CENTRE

## CANADA SUMMER JOBS POSTING: CAMP CO-ORDINATOR

Camp Co-ordinators will work in a team environment and will oversee the development and delivery of summer camps for kids aged 6 to 14.

Hours: Monday to Friday 8AM to 4 PM

Wage: \$18.00 per hour

Reports to: Coreen Thornhill, Manager of Public Programs

Start date: June 27, 2022

End date: September 2, 2022

The Leighton Art Centre has a rich history as a place for creative expression and artistic endeavour. Situated on 80 acres of magnificent foothills landscape southwest of Calgary, the Leighton Art Centre features the historic home of renowned artists A.C. and Barbara Leighton. We offer a space to explore, appreciate, and create while building long lasting connections to art and nature. With our museum, art gallery, shop, and education centre we continually enrich our community with on-going exhibitions, workshops, and events.

Camp Co-ordinators will:

- Be a positive team member
- Participate in the development and delivery of Summer Camp
- Will deliver day-to-day supervision of planned activities of summer camp curriculum
- Will guide summer camp participants through a fun, safe, and educational art and nature experiences
- Will build strong communication skills by working as part of a team, running camp activities, and greeting campers and parents every morning to give basic information about camp.
- Will be responsible for organizing and cleaning art studios for daily activities and dealing with and reporting any incidents to the Public Programs Manager
- Will enrich lives and connections to each other, through art, history, and the environment.
- Will host a youth art exhibit at the end of each week for the parents/guardians of the summer campers

This position will develop skills in client services, teamwork, communication, leadership, and problem solving.

Client service: The Camp Co-ordinators will be required to interact with parents and children on behalf of the Leighton Art Centre. They will be expected to communicate efficiently and professionally when answering questions and addressing concerns.

Teamwork: Art Educators and Camp Co-ordinators will work together as a team guided by the Leighton Art Centre's Public Programs Manager. They will be expected to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, and lend a hand if one of their peers is struggling.

Communication: Camp Co-ordinators will need to be skilled communicators who will deliver summer camps to a wide range of youth. They will convey ideas on art, history, and nature and will need to command the attention of groups of children. This will enhance their communication skills by giving them ample practice in public speaking, and by using verbal and non-verbal cues to reach many types of learners.

Leadership: Camp Co-ordinators will enhance their leaderships skills in this role by building relationships, communicating effectively, working as a team member, demonstrating initiative and, taking responsibility for the completion of tasks that require multiple employees.

Problem Solving: Camp Co-ordinators will be the main point of contact with youth during summer camps. They will be required to think quickly, analyse the situation, and decide on a course of action should any conflict or accident arise.

Camp Co-ordinators will be provided with a comprehensive HR policy that outlines their rights and responsibilities as an employee and a copy of the emergency response plan. They will receive a week-long training before Summer Camps begin.

**Requirements:**

- Energetic with the ability to work with young kids on a day-to-day basis
- Training in early childhood education
- Proficient in classroom management
- Artistic background is an asset
- Cleared Vulnerable Sector Check
- Up-to-date Standard First Aid
- Must be between the ages of 16 and 30 to be eligible for Canada Summer Jobs placement, and must be legally entitled to work in Alberta
- Must have a reliable vehicle and valid driver's licences

**Apply by May 31:**

Send your cover letter and resume to Christina Cuthbertson, Executive Director:  
[christinac@leightoncentre.org](mailto:christinac@leightoncentre.org)