



## GUELPH YOUTH MUSIC CENTRE

### Summer Program Coordinator

**Start Date:** Week of June 17th (flexible)

**Hours:** Average 35 hours per week. Required to be available from 8:15am-5:00pm during camp weeks. Flexible schedule outside of camp weeks.

**Compensation:** \$18.00 per hour

#### Description

Reporting to the Program & Outreach Manager, the Summer Program Coordinator will supervise summer program students and support program staff. Responsibilities include coordinating program materials, facilitating activities, and assisting with program delivery including some administration.

The Guelph Youth Music Centre aims to enable children and youth to develop skills, make friends, socialize and build self-esteem. The Summer Program Coordinator is accountable for the well-being of a group of program participants under the guidance of the Program & Outreach Manager, Program Staff, and Executive Director, ensuring program activities are safe, educational, inclusive, and meet theGYMC's goals and standards.

#### Responsibilities

- Support the delivery of program activities.
- Facilitate daily program time as well as indoor/outdoor activities and snack and meal breaks.
- Support inclusive programming by assisting with program adaptations based on participant needs.
- Accountable for program participant supervision while providing a safe and enjoyable experience.
- Prioritize child well-being and safety throughout the program day. Evaluate situations for potential risk to safety, protect well-being of program participants and staff, and take proactive measures to mitigate and address risk.
- Serve as liaison with parents of program participants. Receive program participants at the beginning of the day, and ensure they are picked up at the end of the day by a designated caregiver.
- Prepare and organize program materials, equipment and supplies.
- Organize and assist with set-up and clean-up of program events, activities and programs.
- Maintain a positive, constructive and respectful relationship with program participants, staff and volunteers.
- Assist with camp communications. Emails and Phone calls as required.
- Support camp documentation as required.
- FacilitateGYMC social media posts as required.
- Provide regular updates and feedback to the Program & Outreach Manager.
- Participate in orientation and training sessions.
- Attend staff meetings before and after program hours.
- Support administrative functions of theGYMC office when camp is not in session.
- Answer general inquiries by phone and email.
- Other duties as required.

#### Skills and Experience

- Minimum 17 years of age or older at the start of employment.
- Experience working with children and/or youth.
- Experience in the arts (ex. music, dance, performing arts, visual arts) is desirable.
- Confidence in working with various ages and skill levels.
- Experience in a leadership capacity (ex. Student council, athletic team, extracurricular club, etc.).
- Previous experience as a camp counsellor is an asset.

- Excellent communication and organizational skills required.
- Must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada for the full duration of the contract.

#### Certification

- Standard First Aid and CPR-C valid through Summer 2024 is required. Must provide proof of certification prior to July 1, 2024. (Training may be provided by the GYMC, please inquire if you require training)
- Vulnerable Sector Check is required for those 18 years of age or older.

#### Working Conditions

- Standing for prolonged periods of time.
- Some exposure to inclement weather conditions during outdoor programs.
- Some exposure to physical activity.
- Onsite.

#### Applications

- Those interested in applying to volunteer should submit an resume and a brief cover letter by May 19, 2024 to [info@gymc.ca](mailto:info@gymc.ca)
- Please include the position title in the subject line of your email
- Applications must be submitted as a PDF file

Our Organization is committed to equal opportunities and diversity. We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, ability, or any other characteristic protected by law.

We particularly encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the LGBTQ2+ community and those with varied areas of expertise and lived experiences.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To make a request please email [info@gymc.ca](mailto:info@gymc.ca) or call 519-837-1119.