



CAMP COORDINATORS

REPORTS TO: Learning Coordinator and Head of Learning

POSITION TYPE: Full-time, temporary, working days are Monday to Friday

COMPENSATION: \$19.00/hr, free onsite parking.

ABOUT THE ROLE:

The Art Gallery of Burlington (AGB) is seeking two temporary full-time Camp Coordinators to assist in the development and facilitation of the AGB Summer Camp. The AGB offers a unique opportunity for students to receive guidance and mentorship from experienced senior-level staff. The Camp Coordinators will follow AGB's procedures and policies to ensure that the campers' arrival and pick-up go smoothly. They will also facilitate activities such as camp games for the campers, during breaks between studio time. One Camp Coordinator will supervise the 5-7 age groups while the second Camp Coordinator will work with the 8-11 age groups. Camp Coordinator schedules will vary to support either morning extended hours, working 8:00 am to 4:00 pm, or evening extended hours, working from 9:30 am to 5:30 pm. This job opportunity is in partnership with Young Canada Works (YCW).

The ideal candidate for this position should be collaborative, outgoing, and organized. They should have a passion for art and craft practices and education, and the ability to work in a team environment. The position will provide a chance to improve knowledge in contemporary art, ceramics, arts education, and mentorship skills while working with children. This role also presents a great opportunity to develop skills in problem-solving,

creativity, and team communication. The AGB is excited to provide a deeper understanding of the non-profit public gallery sector and its many contributing factors.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Reporting directly to the Learning Coordinator, the Camp Coordinator provides daily logistic support for the AGB Summer Camps.
- Planning and leading activities during breaks and transitional times when the children are not in the studio.
- Ensuring the children are engaged in studio activities and eating during their breaks, and managing camp volunteers.
- Managing the day-to-day tasks of the AGB Summer Camp, including liaising with parents, cleaning up workspaces and workshops, and Supporting children during breaks and transitions between studio programs
- Supporting the curatorial and learning team and working closely with community engagement and education.

WHAT WE'RE LOOKING FOR:

Qualifications & Experience

- Pursuing a degree in arts, arts history, museum studies, early childhood education, or any similar or equivalent degree
- A strong passion for and experience working with children; previous experience in a day camp environment is an asset
- A High School diploma
- Vulnerable Sector Police Check prior to starting camp (Required)
- First Aid certification is an asset, though not required

Skills & Attributes

- Interest in working in arts education, particularly with young children
- Experience in Microsoft Office preferred (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- Strong communication skills
- Eager to work with children
- Passionate about arts education
- Detailed-oriented

Please note that this position is being hired through funding from Young Canada Works (YCW) in Heritage Organizations (YCWHO); a student may be eligible for employment if they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- Are legally entitled to work in Canada (have a valid social insurance number);
- Are between 16 and 30 years of age inclusively at the start of employment; and
- Are a high school, college, CEGEP or university student.

Note: Priority will be given to students who have not previously participated in the YCWHO employment program. The AGB is an equal opportunity employer and encourages applications from the Government of Canada's job equity groups.

HOW TO APPLY:

Please submit a resume that clearly indicates your relevant work experiences, a cover letter that describes your interest in the position at the AGB and your qualifications in one PDF, or a short video in lieu of a cover letter. Send to jobs@agb.life. The email subject line should read <title of position applied for> <followed by applicant's last name>. Kindly note that we will accept no phone calls or walk-ins.

ABOUT THE ART GALLERY OF BURLINGTON:

As a charitable non-profit cultural and educational organization, we focus on the exhibition, collection, conservation, and research of Canadian ceramics and the production of inclusive programs that foster awareness of contemporary art, craft, and related thought. As a gathering place for experiences, ideas, and learning, we commit to delivering programs that engage critically with contemporary art and craft practices. Our learning opportunities push the boundaries of traditional arts education and support artists, youth, and the broader community in their personal, professional, and artistic development. Boasting the world's most extensive collection of contemporary Canadian ceramics, we lead Canadian clay production's study, preservation, and circulation. As a hub of creative activity, our studios are open to artists and makers at all levels of skill and achievement.

The Art Gallery of Burlington is located on the ancestral territory of many Indigenous Nations including the Anishinaabeg, Haudenosaunee, and Métis peoples. The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes. We acknowledge that the land upon which we gather, to create and learn, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

The AGB is committed to fostering an organizational culture embodying an equitable, diverse, and inclusive environment where every one of its board directors, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. We welcome applications from interested and qualified candidates who represent our diverse community, including those from ethnic and Indigenous communities and from across the spectrum of sexual orientation and gender identity, as well as persons with disabilities. Please let us know if you require accommodation at any stage of the process.

1333 Lakeshore Road Burlington, ON L7S 1A9

www.agb.life

@artgallburl