



Job Title: Summer Creative Arts Coordinator

Position: 8 weeks, 40 hours/week

Location: 17410-106a Ave, various sites in West Edmonton

Apply: hr@kidsontrack.org

Include: Cover letter and resume, any relevant course descriptions certificates, and volunteer work, experience working, volunteer, or participating in a faith-based organization

Number of openings: 1 position available

Date Range: negotiable

Wage: \$ 17.50/hr

Deadline: May 30, 2022

Duties and Responsibilities:

- Liaise with the Program Director and Summer Coordinators to determine what sets and props are needed, and the appropriate style and design to meet the needs of the productions
- Oversee and be responsible for procurement or production, inventory, care, and maintenance of all props, sets, and creative works, ensuring they are available on time and within budgetary requirements
- Responsible for creative works including but not limited to posters and flyers, props, sets, costumes, and puppets
- Responsible for all administrative support involved including developing an accurate inventory, sign out procedures, and maintenance of the equipment
- Work with a team of youth in a mentoring capacity to accomplish the creative tasks, supervising the youth's work and social interactions
- Follow all policy and procedures of Kids On Track and the day camp sites and ensure the safety of their group
- Reports directly to the Summer Coordinators and Managers, and ultimately the Program Director

Requirements/Skills:

- Must be in agreement with the Christian mission of the organization
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be completed
- Must be able to function in a team culture
- Must be able to adhere to the design principles of making sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must be familiar with set design, puppetry, arts and crafts, and graphic arts
- Must communicate well and in a timely manner
- Must have driver's license and access to own vehicle (mileage reimbursed)
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Class 4 or Class 2 (Bus license) an asset
- High Five Principles of Healthy Child Development course an asset

Organization Description: Kids On Track is a community building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships with participants encouraging their faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families that have limited opportunities due to various challenges.