

## Summer Camp Assistant Position

### Full-time, Contract

Kingston School of Art is a nonprofit charitable organization founded in 1994 that provides year-round multi-disciplinary arts education for all ages and stages and provides public exhibition opportunities for emerging and accomplished artists in the Window Art Gallery. Our mission is to enhance the opportunities for the cultivation of art within our community through studio-based instruction, employment opportunities for arts educators, and community-based projects and partnerships.

We are seeking a full-time Summer Camp Assistant. Reporting to the Summer Camp Leader, the Summer Camp Assistant will support and assist with leading summer camps at KSOA.

As the Summer Camp Assistant of KSOA, you will be responsible for:

- Work with the Summer Camp Leader in creating and developing programming for summer camps
- Helping create examples of activities
- Providing support to deliver, and lead programming for children of various ages
- Communicating with parents and registrants
- Organizing and executing off-site park visits
- Maintaining camp attendance lists and materials lists
- Set up and tear down for summer camps
- Lead before and/or after care of campers

#### Qualifications

- Proven experience working with children in an education setting
- Proven experience working within the arts, and the ability to create art
- Strong organizational, communication, and interpersonal skills
- Creative, energetic, and enthusiastic with a high level of professionalism
- Ability to work independently and with minimal supervision, and ability to problem solve and manage competing priorities
- Ability to work set hours, with some flexibility as needed
- Provide a clear criminal record check (CPIC) including vulnerable sector

Hours and Salary: \$17/hour Monday through Friday, 8:15 – 4:15. 35 hours/week up to 9 weeks contracted. This requires work on-site at the Kingston School of Art.

**Deadline to apply is Sunday, May 12, 2024.** Tentative start date: Monday, June 24th

How to Apply:

Interested candidates must submit a **cover letter and resume** to:

Victoria Smyth, KSOA Executive Director

Email: [executivedirector@ksoa.info](mailto:executivedirector@ksoa.info)

**Website: [www.ksoa.info](http://www.ksoa.info)**

KSOA hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KSOA. However, only those selected for an interview will be contacted.