



## **SUMMER EMPLOYMENT OPPORTUNITY**

### **FOLK CAMP CANADA**

### **CAMP/ PROGRAMMING COORDINATOR**

Folk Camp Canada is seeking programming support for our summer season, with a camp coordinator position that has the possibility of extending into the fall-winter seasons.

#### **Application Deadline**

The first suitable candidate will be offered the position. We will begin accepting applications immediately and pending funding, the successful applicant will be hired no later than May 1st.

#### **Eligibility:**

You must be able to legally work in Canada, be between 15 and 30 years of age (30 at the time of the start of employment); have a valid Social Insurance Number

#### **Duties:**

Assist with the pre-planning and prep work regarding camp, including, but not limited to: structure of day, recruitment of volunteers, applications, planning programs, etc.

Attend all relevant pre-camp planning sessions. Participate in pre-camp correspondence with team members.

Coordinate and manage various aspects of programming for summer camp and related activities.

Liaise with the main director about the lead facilitators and artists and their offerings. Coordinate instructors' and facilitators' workshops and programs and be the main point of contact for them, including helping facilitate their transportation, room & board needs, etc.

Oversee/monitor lead instructors, facilitators, youth program leaders, and volunteers.

Administer the volunteer roster and update accordingly. Coordinate volunteers, including doing outreach and recruitment, administering applications, and overseeing orientation and communication with volunteers. Be the main point of contact for them before, during, and after camp.

Participate in Summer Camp Debrief sessions.

Check in with the executive director regularly (biweekly) and keep an accurate record of hours and tasks completed. Maintain liaison with the administrative assistant and camp team.

Maintain professionalism and clarity for all communications.

## Requirements:

- Previous experience working in a camp or similar setting, and with coordinating programming
- Effective communication skills- oral & written
- Proficient in English (Ukrainian and/or another Slavic language, an asset)
- Demonstrate ability to execute tasks with accuracy, consistency, efficiency, and attention to detail
- Comfortable speaking on the phone
- Personal computer and phone
- Ability to work occasional evenings and weekends, and travel as required.
- Self-directed (Ability to follow through on a list of tasks & report back on work done)
- Has experience working with others and comfortable working one on one and in a team
- Knowledge of & proficiency with Word, Excel, and Google Drive (Google docs, sheets)
- Familiarity with community arts and/or community organisations (knowledge of Folk Camp Canada, Kosa Kolektiv, and/or similar organisations an asset)
- Passion for promoting traditional crafts, heritage music & arts

Please note that this position will be mostly virtual until the late summer, when there will be several in-person meetings in Toronto, and then a week of attendance and participation at our summer camp (late August) 1.5 hrs from Toronto (Grafton, ON)

**Term:** 11 weeks +, up to 30 hours a week **Hourly wage:** \$22/hr

**Start date:** June 1st (or earlier) until Aug 30th \*PENDING FUNDING\*

To apply, please email your resume and cover letter to [folkcanada@gmail.com](mailto:folkcanada@gmail.com). Include 2 professional references, with phone numbers.

Please note only those selected for an interview will be contacted. Interviews will be over video call and/or phone.

## Why work with us?

You'll have a flexible schedule and can work remotely. You'll be part of a team of kind, hard working, creative folks making wonderful things happen in the world. You'll be needed and your work very appreciated!

Come work with motivated passionate community creatives, and hone a lot of useful skills!