



Position Title	Camp Coordinator
Contract Beginning	June 27th 2022
Contracting Ending	August 26th 2022
Pay	\$15.25/hour
Hours	35 hours/week up to a maximum of 280 hours total within the contract period. Some evenings and weekends.
Pay Type	Bi-Weekly (Fridays) – Employee-Canada Summer Jobs position.

Blue Canoe Productions is a youth theatre and arts organization which strives to provide youth aged 30 and under with opportunities to explore their interest in theatre and the arts. The Camp Coordinator will support Launchpoint Academy Summer 2022 programming through the direct supervision of campers, staff and high-quality programming.

Key Responsibilities:

- Producing, managing, and directing the final musical for the performance intensives.
- To support in planning, structuring, and facilitating Launchpoint Academy 2022 Summer programs including active engagement and facilitation of educational programming under direction of the camp coordinator.
- To create a safe, inclusive and engaging learning environment.
- Supporting in the creation and facilitation of additional programming when appropriate under the guidance of the Managing Director and General Manager.
- Creating and providing at home resources and directions for participants.
- Communicating with parents/guardians on a regular basis
- Producing, managing, and directing the final musical for the performance intensives.
- Supporting program participants 1:1 and in small and large group settings.
- To support all other Blue Canoe programming as necessary and feasible

- To attend weekly Launchpoint Academy staff meetings, and weekly Blue Canoe staff meetings, helping to negotiate task assignment and ensuring assigned tasks are completed within the agreed timeline.



- To track registrations and maintain organized records.
- Train, oversee, and provide support to all Launchpoint Academy counsellors and staff.
- To operate within the season budget for Launchpoint Academy, as described by the General Manager.
- To delegate, where needed, the assignment of duties/responsibilities to project-specific staff, volunteers, students, etc.

Education & Experience

- Formal training or education within performance arts and/or the production of performance arts will be considered valuable
- Previous experience working within a camp setting is an asset
- Experience and understanding of Theatre and Arts
- Strong time management and communication skills
- Previous experience managing a team will be an asset
- Strong Leadership Skills
- Ability to work independently and within a team environment
- Experience working within a not-for-profit setting is an asset
- Experience and/or deep understanding of Blue Canoe Productions' mandate, vision and values is an important asset

Requirements

- CPIC with vulnerable sector screening from the last 6 months

To apply please submit your resume and cover letter expressing interest to kim.dolan@bluecanoetheatrical.ca by May 20th 2022.