

JOB POSTING

Position: Specialty Arts Program Assistant (2 positions subject to available funding)

Accountability: Reports to BGC Program Coordinator

Major Duties:

- Helps to plan and implement specialty arts and mural programs for children and youth, summer drop in participants, mural program and day camp participants
- Supports and supervises children and youth participants in activities including painting, drawing, drama, dance, singing, and arts and crafts
- Assists with the purchase and maintenance of arts and crafts supply inventory
- Ensures the safe storing of equipment and supplies in designated and keeps craft areas clean
- Follows agency policies, procedures and mandates
- Participates in staff meetings and training sessions
- Ensures activities are of excellent quality & appropriate to healthy development of children

Qualifications:

- Enrolled in a related post-secondary program such as Arts, Media Arts, Child and Youth Work, Social Work, etc.
- At least 1 year of front line work/volunteer experience with children in arts based programming
- Enthusiastic and outgoing, comfortable leading arts program and activities
- Demonstrated conflict resolution and decision making skills
- High level of initiative, energy and a positive attitude
- Strong communication skills with ability to work both in a team and independently
- Must be between 16 and 30 years of age at the start of employment
- Current certificate in First Aid, CPR and High Five Training an asset
- Second language an asset (e.g. Cantonese, Mandarin, Arabic)

Salary Range: \$17.33/hr (under review)

10 Weeks (June 24 – August 23) @ 35 hours per week

To apply, please click on “Register” on our website and proceed to make an account in our registration system. You will find the Summer Job Application under “General” programs.

If you have any questions, please contact Michaela Warren at michaela@bgceastview.com

Eastview Neighbourhood Community Centre is an equal opportunity employer and encourages applicants from diverse backgrounds. Only those selected for interviews will be contacted.