

Summer Program Assistant



Application Deadline: 5:00 pm on Sunday May 7, 2017

Start Date: Wednesday May 24, 2017

Rate of Pay: \$13/hour

Term: Approximately 32 hours per week, flexible schedule (10 week contract)

Lakeshore Arts is a non-profit Local Arts Service Organization (LASO) using the arts as a means to engage, entertain, educate and inspire. We are committed to improving the availability of arts, cultural and heritage activities within our neighbourhood and encourage people of all ages and backgrounds to participate in the arts as a way of enriching their lives and strengthening the fabric of our community.

Lakeshore Arts is seeking a student to fill the role of Summer Program Assistant.

The Summer Program Assistant will be responsible for the following:

- Assisting in the development and implementation of our annual 3-week summer program *ARTiculate: Youth Leadership in the Arts* for ages 13-16
- Assisting with administrative duties including scheduling workshops, liaising with artist facilitators and venues, compiling information packages and communicating with participants and parents
- Mentoring and supervising youth participants during programming hours
- Preparing materials, setting and cleaning up workshop space
- Participating in the evaluation process, producing a final program report
- Assisting with other spring and summer Lakeshore Arts community initiatives and providing outreach support at event
- Other duties as assigned

Skill Requirements:

- The candidate **must** be currently enrolled in a post-secondary institution, and returning for the 2017-18 school year. Preference will be given to candidates enrolled in arts, culture or recreation-based studies
- 1-2 years experience working with youth in a supervisory role
- An interest or background in community arts initiatives
- Knowledge and competency in Word, Excel. Photoshop an asset
- Strong interpersonal, leadership, communication and listening skills
- Previous administrative experience preferred
- Experience working in a camp environment considered an asset
- Valid driver's license considered an asset
- Valid Emergency or Standard First Aid certification considered an asset

Additional Information:

- As noted above, applicants **MUST** be returning to school in the fall
- Applicants must be willing to submit to a police check, unless they can provide documentation of a clear screening conducted within the last year.
- Applicants must have a flexible work schedule with the ability to work on weeknights and weekends
- Scheduling for this position will consist of three days from May 24th to May 26th, four days per week from May 29th to June 23rd, and five days per week from June 26th to July 28th.

Please send a cover letter, resume and three references to alessandra@lakeshorearts.ca, with "Summer Program Assistant" in the subject line. **No phone calls please.** We thank all who apply, but only those selected for an interview will be contacted.

Interviews will take place on Friday May 12th 2017.

For more information about Lakeshore Arts, please visit our website:
www.lakeshorearts.ca