



JOB POSTING – ARTS CAMP COORDINATOR – SUMMER 2025

Position title: Arts Camp Coordinator

Date posted: March 14, 2025

Application deadline: April 15, 2025

Organization: Neilson Park Creative Centre

Location: 56 Neilson Dr. Toronto, ON (NPCC)

Job type: Full-time, Temporary, 37.5 hours per week (Mon.-Fri.)

Start date: June 23, 2025

End date: August 29, 2025

Hourly wage rate: \$18.50

Positions available: 1

Contract dates: June 23 to August 29, 2025

Term: Ten (10) weeks

Work hours: 7:30 a.m. – 3:30 p.m. or as scheduled. Applicants must be available and ready to work the full 10 weeks.

Reporting to: Programs Manager

Note: Candidates must be eligible to work under Canada Summer Jobs Guidelines

Description

Neilson Park Creative Centre was established in 1992 to provide a permanent home for Resident Groups, artists, creators, makers, supporters – wherever within that span individuals feel most at home. With four dedicated studio spaces, two galleries and administrative/support spaces, NPCC continues to respond to the needs of its members and supporters on the western edge of Toronto. The Summer Camp Coordinator position supports a priority of providing arts education and activities for children at NPCC, during the summer season from June 23, 2025, to August 29, 2025.

Responsibilities and Duties:

- Attend training sessions, June 23-27, 2025
- Complete all required certifications during training week
- Work directly under the Programs Coordinator, helping to develop camp staff training sessions, review lesson plans, organize materials, and conduct peer reviews
- Help with Arts Administrative duties, making sure attendances, Health and Dismissal Forms, and sign in and out sheets are developed and filled out
- Support camp staff, participants, and volunteers on a daily basis
- Adhere to NPCC's Code of Conduct and Health and Safety Policies
- Resolve major and minor emergencies, incidents, behavior and conduct issues with support from Programs Manager
- Ensure First Aid kits are stocked and safety site checks have been completed on a daily basis
- Maintain camp staff break schedules and resolving staffing conflicts
- Call parents and guardians regarding absences, illness, or injuries
- Immediately notify the Programs Coordinator of any problem(s) and/or recommendations regarding staff, participants, or parents, which may affect the program
- Deliver extended morning care to campers
- Additional duties as required



Qualifications

- Prior experience working with youth preferred
- Excellent communication and organizational skills while working independently and as an integral member of a team
- Excellent interpersonal, communication and diplomacy skills
- Understanding, respecting and actively supporting diversity and those with disabilities
- Ability to prioritize competing demands, work well under pressure and deal with stressful situations in a professional manner
- Current Standard First Aid/CPR "C" certification, AODA Accessibility Training and Vulnerable Sector Check. Note: Current Standard First Aid/CPR "C" certification, AODA Accessibility Training may be completed during training week

Additional Info

Neilson Park Creative Centre is committed to employment equity and fostering a diverse and inclusive workplace, and encourages candidates who are BIPOC, LGBTQ2S+, Indigenous peoples, and persons with disabilities.

In accordance with the Accessibility for Ontarians with Disabilities Act, NPCC will work to provide equitable treatment and accommodation to ensure barrier-free recruitment.

How to Apply

Interested candidates are invited to submit a letter of interest and a resume by **April 15, 2025 at 5:00 p.m.** to julia@neilsonparkcreativecentre.com to the attention of the Programs Manager.

We welcome applications from all individuals. Should you need accommodations during the application process, please contact the Programs Manager. Only those who are considered for an interview will be contacted.

Contact Information:

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