



## **JOB POSTING – ARTS CAMP COORDINATOR – SUMMER 2026**

**Position title:** Arts Camp Coordinator

**Date posted:** April 2, 2026

**Application deadline:** April 20, 2026

**Job type:** Full-time, Temporary

**Work hours:** 37.5 hours per week with a 30-minute unpaid lunch break, Monday to Friday, 7:30 a.m. to 3:30 p.m. Applicants must be available and ready to work the full 9 weeks

**Start date:** Monday, June 29, 2026

**End date:** August 28, 2026

**Hourly wage rate:** \$19.00 per hour

**Reporting to:** Programs Manager

**Positions available:** 1

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

### **Organization:**

Neilson Park Creative Centre is a non-profit arts organization located within Neilson Park in central Etobicoke that has been offering arts-based activities and events since 1992. NPCC effectively serves the creative needs of six resident groups, its 500 members, as well as delivering exhibitions, classes, workshops and events to some 24,000 + supporters. With four dedicated studio spaces, two galleries and administrative/support spaces, we welcome all individuals to the centre through free and paid programming and deliver high quality activities and informal education. NPCC continues to respond to the needs of its members and supporters on the western edge of Toronto and serves the wide range of populations including youth, families, new Canadians and older adults. The Summer Camp Art Instructor position supports a priority of providing arts education and activities for children at NPCC, during the summer season, from June 29 to August 28, 2026.

### **Responsibilities and Duties:**

- Complete all required certifications prior to the start of the work term
- Work directly under the Administrative Assistant and Events Facilitator
- Support bi-weekly staff meetings, review lesson plans, organize materials, and support daily camp activities as needed
- Prepare sign-in and sign-out sheets for each day of camp, monitoring, updating, editing, and distributing attendance lists to all instructors, ensuring all required Health and Dismissal form information is transposed accurately and received from families prior to each week of camp



- Ensure all allergy information is communicated to those that require it and that any epipens brought to the centre are not past expiry
- File all sign-in and sign-out forms and maintain records per each day and week of camp according to a dated and numbered system
- Support camp staff, participants, and volunteers daily and fill-in for absences
- 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 properly stocked
- Perform daily site safety checks and grounds reviews prior to the start of camp
- Maintain camp staff break schedules and resolve staffing conflicts
- Call parents and guardians regarding absences, illness, or injuries
- Support children in need of a change of environment or a 'time-out'
- Immediately notify the Programs Coordinator of any problem(s)/issues regarding staff, participants, or parents, which may affect the program
- Monitor staff daily sign in chart and update as needed
- Deliver extended morning care to campers
- Prepare and facilitate morning activities
- Additional duties as required

## **Qualifications:**

- Prior experience working with children and youth preferred
- Excellent communication and organizational skills while working independently and as an integral member of a team
- Excellent interpersonal, communication and diplomacy skills, verbal and written
- Experience with navigating digital registration platforms as asset
- Proficiency in Excel an asset
- Understanding, respecting and actively supporting diversity and those with disabilities
- Exemplify professionalism, responsible and ethical conduct and appropriate behavior with teams, campers and management

## **Requirements:**

- Must meet the requirements of the Canada Summer Jobs employment program: Be between the ages of 15 and 30 and a Canadian Citizen or Permanent Resident
- Current Standard First Aid/CPR "C" certification, AODA Accessibility Training Certificate, Health and Safety Certification and Vulnerable Sector Check (VSC). A VSC clearance may require longer lead times and is a requirement to the position. Please plan accordingly



# NEILSON PARK CREATIVE CENTRE

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CONNECTING TO AND CELEBRATING A RICHER LIFE THROUGH THE ARTS

- Genuine care for the children's well-being and creating a positive camp experience
- Excellent communication and organizational skills
- Punctuality and dependability
- Friendly and approachable
- A positive and proactive approach to work with an ability to anticipate needs and efforts needed for optimal outcomes
- Understand how quality of work and attitude affect the quality of the NPCC summer camp experience
- Able to prioritize competing demands and work well in a busy camp environment and deal with stressful situations in a calm and constructive and mature manner

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 to send a resume and cover letter to the attention of the Programs Manager by email, in PDF format, email:

**[julia@neilsonparkcreativecentre.com](mailto:julia@neilsonparkcreativecentre.com)**. We thank all who have applied, however, only candidates considered for an interview will be contacted.

**What you can expect if selected for an interview:** Introductory phone call, online interview, in-person interview.

## **Contact Information:**

56 Neilson Drive

Etobicoke, ON

M9C 1V7

416-622-5294

[www.neilsonparkcreativecentre.com](http://www.neilsonparkcreativecentre.com)