

Cape Breton Centre for Craft & Design
Job Title: Craft & Creativity Summer Day Camp Coordinator
Duration: May 27, 2019 to August 30, 2019



Job Description:

Cape Breton Centre for Craft & Design offers a series of craft and art programs for children ages seven to thirteen during the summer months. The main task of the successful candidate will be to coordinate, plan and implement the 2019 craft and art program for youth. The coordinator shall direct the program, lead activities and anticipate program needs. The Craft & Creativity Day Camp Coordinator shall be under the supervision of, and responsible to the Executive Director, and shall work closely with other staff in coordinating all camp activities and needs.

This position shall perform all duties related to the Craft & Creativity Summer Day Camp program as assigned including but not limited to:

- Research and coordination of craft camps
- Promotion and budgeting of craft camps
- Registration of participants for craft camps
- Acquisition of craft camp supplies
- Supervision and teaching assistance of up to 20 youth
- Craft program development and evaluation
- Report writing
- Other duties as assigned.

Job Specifications:

It is preferred that the successful candidate be enrolled in and have completed at least one year of a Bachelor of Education program or Fine Arts / Craft program.

It is preferred that the successful candidate have previous experience in working with youth groups and possess a reasonable degree of independence and ability to perform tasks with minimal supervision.

Note: Successful applicant will complete a Child Abuse Register Search.

To apply:

Interested applicants should submit their resume, cover letter and three references, no later than **April 19, 2019** to:

Lori Burke, Executive Director lori@capebretoncraft.com or
Cape Breton Centre for Craft and Design
P.O. Box 1686
Sydney, NS B1P 6T7

We thank all applicants for their interest; however, only those selected for an interview will be contacted.