**YOUTH ARTS & CULTURE**

**Program Coordinator Job Application**

**Position Summary**

The Program Coordinator works collaboratively with CCFRS staff to create exciting arts & culture classes for Cherryville youth. There will be 4 unique programs that run for 6 weeks each and target youth ages 6-14. Programs run mid-September to May for a total of 24 weeks. Arts & Culture is a range of educational opportunities including but not limited to Art & Health, Dance, Drawing, Painting & Crafting, Music & Singing, Photography & Film, Poetry & Parks, and Culture.

The Program Coordinator reports to CCF&RS throughout the duration of classes and works collaboratively with staff to create an engaging and inclusive learning opportunity.

**Education, Training, and Experience:**

* Experience and/or training working with youth
* Must hold a current Emergency Child Care First Aid & CPR Certificate (available through CCFRS)
* Satisfactory Criminal Record Check with Vulnerable Sector
* Must have Responsible Adult or equivalent
* Must be at least 19 years of age
* Must be able to lift and support up to 50 pounds
* Technical skills (computer savvy, able to use excel and word, etc.) an asset

**Work Performed**

Duties and Responsibilities for this position include:

* Creating engaging learning opportunities for youth 6-14 to express themselves in variety of ways
* Working collaboratively with CCFRS to develop 4 arts and culture programs including but not limited to topics covering Art & Health, Dance, Drawing, Painting & Crafting, Music & Singing, Photography & Film, Poetry & Parks, and Culture
* Being attentive to the children and building self-esteem and confidence
* Promoting kindness and creating a positive and inclusive atmosphere
* Set up and clean up after every class, leaving workspace in same condition as before use
* Taking inventory of program supplies and submitting requests to CCFRS staff when needed
* Adherence to CCF&RS policy and procedures including a signed Confidentiality Agreement
* Ensuring safety of program participants and responding to emergencies in accordance with established policy and guidelines

**Hours**

This is a contract employee position, 6 hours per week at 20.00/hour (includes MERCS) for 24 weeks running from September to May. Classes range from 1-2 hours per week depending on age group and program focus. Additional hours may be available but not guaranteed.

Qualified applicants are invited to submit resume with at least two references by email to:

**Meghan Derkach, Executive Director at** [**meghan.derkach@hotmail.com**](mailto:meghan.derkach@hotmail.com)