

## Summer Education Assistant

The Art Gallery of Burlington Summer Camp program attracts over 350 participants each summer.

### Responsibilities:

- A) Support the Volunteer Coordinator to interview, select, train and schedule student volunteer support for the 7 weeks of summer studio courses.
- B) Assist with planning, implementation and management of the before and after care and nutrition break program for campers
- C) Responsible for managing documentation of feedback
- D) Liaise with parents and staff for individual camper concerns
- E) Liaise with Volunteer Coordinator regarding student volunteer issues
- F) Develop a weekly recognition program for volunteers
- G) Assist with the stocking of supplies related to all studio courses for children.
- H) Gain an understanding of the operations of a vital non-profit organization.

### Education:

Applicants must be current full-time students from a college or university in one of the following disciplines: Education, Fine Art, Art History, Museum Studies, Decorative Arts, Cultural Studies or a related discipline and intends to return to school on a full-time basis during the next academic year.

### Skills and Abilities:

- teaching experience and the ability to manage groups of children between ages 4 and 16 years
- craft and visual art knowledge
- strong organizational, problem solving, liaison and communications skills
- strong time management and work planning skills
- familiar with Microsoft Office

### Details:

Duration: 12 weeks, 40 hours per week from June 5 to August 25, 2017

Pay rate: \$15/hr

Please apply by 6 pm April 30, 2017 to:

Art Gallery of Burlington

1333 Lakeshore Road, Burlington ON L7S 1A9

[careers@artgalleryofburlington.com](mailto:careers@artgalleryofburlington.com) with 'Summer Education Assistant' in the subject line.

To be eligible to participate individuals must:

- be between 18 and 30 years of age at the start of the employment
- have been **registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;**
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 6; and
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

\* Members of the Aboriginal community or members of a visible minority are encouraged to apply