



MacPhee Centre for Creative Learning

Summer Program Coordinator

Title: Summer Program Coordinator
Reporting to: Executive Director
Work Location: Portapique Community Hall and sometimes 50 Queen Street, Dartmouth
Estimated # of Weeks: 14 weeks
Hours Per Week: 35 *Some evenings and weekends may be required*
Hourly Pay: \$15.00

About the MacPhee Centre

The MacPhee Centre is a community that empowers youth to access their own individual creativity and a path to success. The MacPhee Centre empowers youth between the ages of 12-19 by connecting passion with purpose through the arts. Located in downtown Dartmouth, this community hub inspires creativity and confidence by offering free and unique programs in visual arts, music, videography, creative writing and technology in a safe and inspiring space.

By bridging the learning gap in those who are disengaged from traditional education, or with barriers to accessing creative learning, the MacPhee Centre helps in the development of confidence, lifelong learning skills, an appreciation for the value in giving back to the community and increased potential for employment in our communities. We help NS youth find their voice through the arts. At the MacPhee Centre, we all take charge and it's our home. We all work hard to maintain and create beautiful space so we can achieve our mission.

We achieve our mandate in 4 distinct ways:

1. In-person and virtual programming facilitated by fine art professionals in the creative industry.
2. Active collaboration with Junior and High Schools to create co-curricular learning opportunities.
3. Partnerships with kindred youth organizations to increase opportunities for youth; to become a hub for communication and outreach; and to maximize outcomes and use of resources.
4. Summer and March Break camps to continue the creative learning journey over the summer months.

Position Summary

The MacPhee Centre is a young charity that is working to engage and collaborate with local community groups and service providers. Our focus is simple: empower young people to access their own creativity and a path to success. We envision that youth will be celebrated for their creative brilliance and community engagement.

Under the supervision of the Outreach Program Manager, the Summer Program Coordinator will assist and lead in providing programs to youth and perform tasks including administration, research, community engagement and communication. This role is unique because majority of duties will be to support our summer camps in Portapique. Duties will include recruiting youth, community development, communication with schools and parents, program development and program delivery

(with help of Facilitators). The successful candidate will have the opportunity to take the lead on various projects such as developing and executing programs, relationship management, and database management, research, and community outreach.

Training and planning will mainly occur at the MacPhee Centre in Dartmouth. This position will involve travel to support programs in both Dartmouth and Portapique, however the primary focus for the Summer Program Coordinator will be programs in the Portapique and surrounding area. This person will also support other operations at the Portapique Community Hall as needed.

In May and June, the Summer Program Coordinator will provide program planning and promotion support to our Outreach Program Manager. They also will be responsible for summer program registration and communication leading up to programs. This would include using tools such as social media, website, phone, and email.

The Summer Program Coordinator will be observed, evaluated, and provided feedback on performance on a regular basis informally and formally at the end of the summer. They will set goals and be provided guidance, professional development opportunities, mentorship to support achieving success in this role.

Duties and Responsibilities:

Program development

- With guidance from Outreach Program Manager, independently research and build program offering for summer and help prepare fall program schedule.
- Research and determine costs associated with programs
- Work with program facilitators to determine scheduling and supply needs
- Create and collect program evaluations from youth participants and parents

Community Engagement and Recruitment

- Engage with key stakeholders to generate registration numbers for summer programming
- Develop and maintain registration processes for summer programming
- Communicate with program participants, schools, and parents/guardians
- Assist with MacPhee Centre events
- Promote programs in community

Communications

- Maintain database and information of youth from registrations
- Represent the organization at community events and meetings
- Support marketing and promotional activities including using social media platforms

General Administration

- Preparation of snacks and food for programming.
- Maintain facilities where programs occur to ensure tidiness and readiness.
- Summer programming planning and executing
- Assist with preparing program budgets and cost analysis
- Organize program materials and track program inventory
- Provide other general office support as required

Qualifications

- Applicant must be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection
 - Has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
 - Have a valid Social Insurance Number at the start of employment and be legally
 - Entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. Ability to work flexible hours to accommodate program times a requirement
- Experience with LGBTQ+, Indigenous, and Black communities considered an asset.
- Understanding of trauma-informed practices, compassion, and trust building
- Friendly person who prides themselves in their attention to detail, and can easily multi-task
- Recreation, youth, education knowledge and experience
- Must be comfortable reporting to more than one collaborator and mentor, can work independently and collaboratively
- Advanced computer skills including the use of MS Office applications
- Experience in youth development and community engagement functions considered an asset
- Ability to work flexible hours to accommodate program times a requirement
- Driver's license and access to a vehicle considered an asset

If this is you, please forward your resume and a thoughtful letter explaining how your accomplishments and experience will meet the needs of the MacPhee Centre for Creative Learning. Applications can be emailed to employment@macpheecentre.ca, quoting the job title in the subject line. **Application deadline is Monday May 3, 2021.**

If you have any questions please contact Heather MacDonald, Executive Director, at heather@macpheecentre.ca or (902) 469-2851.