



MacPhee Centre for Creative Learning



Title:	Summer Art and Recreation Program Coordinator
Reporting to:	Programs Director of the MacPhee Centre Executive Director of the Portaupique Community Centre
Work Location:	Portaupique Community Centre 30 Portaupique Loop Bass River, NS B0M 1B0
Start Date:	June 17, 2024
End Date:	August 23, 2024
Length of Contract:	10 weeks
Hours Per Week:	20 hours for first two weeks, 40 hours for remaining 8 weeks
Hourly Pay:	\$22.00
Application Deadline:	Sunday, June 2, 2024

About Portaupique Community Centre

The Portaupique Community Centre is a place designed by and for the Colchester community along the shore, and serves as a central hub and a space to create opportunities where our community can come together, reconnect and renew a sense of community strength. We are excited to host a variety of new programs and activities, such as; arts programs, children's activities, suppers, dances, fitness classes, a community market and this youth arts and recreation summer camps.

About the MacPhee Centre

At the MacPhee Centre for Creative Learning, we empower youth through art in a welcoming, inclusive environment supported by our community and sponsors. We envision a world where empathy and diversity thrive, and challenges are opportunities for growth. Through art, we inspire leadership, collaboration, and innovation, fostering a spirit of creativity. Our mission is to provide a safe, youth-driven space for exploration and self-expression. Together, we're shaping a future where kindness and cooperation reign, and every dream is supported.

Position Summary

Under the supervision of the Executive Director of the Portaupique Community Centre and the Programs Director of the MacPhee Centre, the Summer Program Coordinator will plan and implement daily week long summer Art and Recreation programs for youth ages 10 to 16

Duties and Responsibilities:

Program Development and Delivery

- Provide overall management of programs including the planning, development, registration, execution, and evaluation of programs in Portaupique,
- Implement and monitor appropriate key performance indicators for MacPhee Centre's programs to ensure goals and objectives are being achieved,
- Research and manage costs associated with programs,
- Work with art facilitators to determine scheduling and supply needs,
- Act as front-line staff for summer programs,
- Create and collect program evaluations from summer program participants, parents, and community partners,
- Ensure program curriculum, facilitators, and experience quality for all youth, families, and partners,

Community Engagement and Recruitment


- Communicate with program participants, community organizations, and parents/guardians
- Track program registration and attendance and follow up with youth and parents
- Promote programs within the community
- Represent the organization at community events and meetings
- Assist with Portaupique Community Centre events
- Serve as the first point of escalation to address complaints; work with staff to document, respond to, and resolve complaints

Administration

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

Qualifications

- Knowledge of and experience in some or all of the following;
 - youth care,
 - art education,
 - art practice,
 - recreation,
 - general education
- Ability to multi-task, adapt to a changing situation, solve problems, and think creatively
- Must be comfortable reporting to more than one collaborator and mentor, can work independently and collaboratively

- Experience with 2SLGBTQ+, Newcomer, Indigenous, or Black communities
- Experience in youth development and community engagement functions
- Ability to work flexible hours to accommodate program times
- Basic computer skills, including MS Office 365 (MS Word, MS SharePoint, MS Teams)
- Driver's license and access to a vehicle considered an asset 
- A member of the Colchester community in good standing

If this is you, please forward your resume and a thoughtful letter explaining how your accomplishments and experience will meet the needs of the summer programming at Portaupique Community Centre.

We encourage interested applicants to self-identify. *MacPhee Centre and Portaupique Community Centre strive to honour inclusive hiring practices regardless of gender, race, religion, age, disability, or sexual orientation.*

Applications can be emailed to diana@macpheedcentre.ca, please quote the job title in the subject line, and identify where you found the job posting in the body.

Application deadline is [Sunday, June 2, 2024](#). We cannot accept late submissions, as we will be reviewing applications and conducting interviews between June 3 - 6.

If you have any questions, please contact diana@macpheedcentre.ca or (902) 469-2851.