

Oakville Galleries

## **JOB POSTING – BILINGUAL SUMMER ART CAMP COUNSELLOR**

**Terms:** Full-Time Contract  
**Rate of Pay:** \$17/hour  
**Start Date:** 19 June 2023  
**End Date:** 1 September 2023  
**Work Location:** Oakville, ON  
**Language of work:** English

Oakville Galleries is a not-for-profit contemporary art museum engaging communities throughout Oakville, and wider audiences regionally, nationally, and internationally. Oakville Galleries is driven by a belief in the singular power of art and artists to deepen our understanding of ourselves and our communities and move us toward a better world. Currently in two locations—one alongside a public library in downtown Oakville, and the other in a lakeside mansion and park—, Oakville Galleries is easily accessible to more than 7 million people who live in the Greater Toronto and Hamilton Area (GTHA).

COVID-19 personal protective equipment is provided to the Summer Art Camp Staff. Masks and a minimum of two COVID-19 vaccines are required for all staff.

We are currently looking for a Full-Time Contract **Bilingual Summer Art Camp Counsellor** to join our Summer Art Camp team.

### **Nature and Scope of Position**

Reporting to the Education Manager, the Bilingual Summer Art Camp Counsellor will oversee the day-to-day coordination of camp activities, lead groups of children ages 6 to 12 in recreational activities, assist the Bilingual Summer Art Instructors during art class instruction, assist camp volunteers, oversee the production of weekly camp finales. The Bilingual Summer Art Camp Counsellor is working on-site at Oakville Galleries' Gairloch Gardens (1306 Lakeshore Road East), Monday to Friday (except holidays) from 8:30 am to 4:30 pm daily. They are a key member of the education team and serve as ambassadors of Oakville Galleries through their regular contact with members of the public.

### **General Responsibilities**

- Contribute to summer camp preparation, including lesson preparation, coordinating supplies and equipment, and piloting program activities;
- Design, plan, and lead recreational activities outside of art class instruction for the duration of camp;
- Assist the Bilingual Summer Art Camp Instructors in leading children ages 6 to 12 in hands-on art-based activities;
- Communicate with staff, parents, and children to ensure the safety, security, and efficiency of the camp;
- Coordinate summer camp volunteers, prepare work schedules, and maintain daily communication;
- Maintain a safe and clean environment for camp participants;
- Assist with daily closing procedures and post-camp clean-up;

- Evaluate and revise program activities on an ongoing basis and upon program conclusion.

### **Qualifications**

The ideal candidate has the following qualifications;

- Proficiency Bilingualism in French (English-French, emphasis on oral proficiency) or additional languages is considered an asset;
- Is enrolled in a post-secondary program in Art History, Education, Visual and/or Media Arts, Museum Studies, or a related discipline;
- Has experience supervising groups of children (ages 6-12) in a camp or educational setting;
- Demonstrates a solid knowledge of and a keen interest in contemporary visual art;
- Is familiar with a broad range of artistic techniques, practices, and materials;
- Demonstrated interest in working with children;
- Has strong organizational, planning, and leadership skills;
- Has the ability to work both independently and to be proactive in a team environment;
- Is responsible, hard-working, enthusiastic, and dynamic;
- Has demonstrated excellent interpersonal and communication skills;
- Able to provide or willing to obtain a Criminal Background Check and/or Vulnerable Sector Screening;
- Standard First Aid + CPR C certification or willingness to obtain is considered an asset;
- A valid driver's license and access to a vehicle will be considered an asset.

The Bilingual Summer Art Camp Counsellor position depends on funding from the Canadian Heritage Young Canada Works program (YCW). Candidates for the position must:

- Be legally entitled to work in Canada;
- Be a Canadian citizen or a permanent resident, or have refugee status in Canada (unfortunately, non-Canadian students holding temporary work visas or awaiting permanent status are not eligible);
- Be between 16 and 30 years of age at the start of employment;
- Intend to return to full-time studies in the fall of 2023.

### **How to Apply**

**Application deadline: Friday, March 17, 2023, at 11:59 pm EST**

We invite you to submit your cover letter and resume in a single PDF via email to [jobs@oakvillegalleries.com](mailto:jobs@oakvillegalleries.com)

Oakville Galleries is an equal-opportunity employer. We encourage applications from those from equity-deserving communities. Please state in your application email any accommodations you may require; we welcome the opportunity to discuss any accommodations that candidates may require during the hiring process.

We thank all applicants for their interest and appreciate their understanding that only those selected for an interview will be contacted.