

2019 Shumka Summer Dance Camps

JOB POSTING



POSITION

Recreation Coordinator (two positions)

PURPOSE

To work with the Principal of Shumka School of Dance in preparing and delivering the 2019 Shumka Summer Dance Camps, while ensuring that every camper comes away with a greater understanding of Ukrainian culture and a passion for the art of Ukrainian dance.

SUGGESTED DUTIES OF THE RECREATION COORDINATOR

1. Deliver and oversee activity programming, which includes fitness, recreation, Ukrainian cultural, and theatre-arts programs to children and youth ages 3 – 18.
2. Plan and prepare all elements required for activity programming, including:
 - a. Spearheading and overseeing the research, design, and scheduling of all non-dance programming (recreational and extracurricular) for both overnights and day camps, including before camp, during lunch time, and after camp for day camps, to include a solid Ukrainian cultural and dance focus, games, crafts, and other activities to build camp and team spirit, physical health, self-esteem and self-awareness.
 - b. Preparation of all materials necessary for all activities: colouring pages, activity sheets, crafts, games, camp themes, etc.
 - c. Overseeing the organization and purchase of supplies for the delivery of all planned activities, working within set budgets and timelines.
 - d. Creation of programming for before-camp, lunch-times, and after-camp to create a “camp spirit” and an atmosphere of fun, excitement, and group cohesion.
3. Train, monitor, and evaluate camp volunteers (Leaders-In-Training).
 - a. Creation and delivery of a training program for all Leaders-in Training (LIT's), implementing, where possible, the guidelines and standards of the Alberta Camping Association, including crisis and risk management, emergency aid and intervention, and working with children and teens of all ages to ensure individual success in a group atmosphere.
4. Supervise campers and assist activity facilitators.
5. Manage before and after-care program, and direct snack and lunch preparation.
6. Direct facility upkeep.
7. Organize and distribute necessary paperwork, including program evaluation forms.
8. Manage relationships with caregivers of campers.
9. Solve issues related to the health and safety of campers.
10. Maintain a collection of activities, recommendations, and feedback, and prepare a final report on the qualitative aspects of the program.

QUALIFICATIONS

- ✓ Must be 18 years of age or older.
- ✓ Must possess an Alberta driver's license.
- ✓ Must possess current First Aid certification.
- ✓ Must have at least at least two years of experience as a Leader-in-Training with the Shumka Summer Dance Camps.
- ✓ Possessing knowledge of Ukrainian culture/dance is an asset.

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TIME FRAME & WAGE

8 weeks – 40 hrs/week – \$17/hr.

HOURS TOTAL: 320 hours per position.

Start Date: June 24, 2019 – **End Date:** August 16, 2019.

LOCATIONS

Day Camps: Shumka Dance Centre, Edmonton, AB (10515 111 Street NW, Edmonton, AB T5H 3E8).

Overnight Camps: Camp Oselia, Wabamun Lake, AB (Range Road 53, Highway 16).

SUPERVISION

The Shumka School of Dance Principal will be on site to provide the staff members with full-time supervision and guidance. The environment is highly structured with daily interaction and feedback. This approach gives the staff member the opportunity to learn and practice the primary skills of leadership, decision-making, problem-solving, and applying constructive self-feedback with experienced mentors nearby at all times.

**Please email a cover letter and resume to Peter Eeles on or before
MARCH 31, 2019.**

peter.eeles@shumka.com