

**Summer Programs Assistant**  
Kitchener-Waterloo Art Gallery, 101 Queen St. N, Kitchener, ON  
2 July to 23 August 2024 (Monday to Friday)  
$16.55/hr for 35hrs a week  
  
The Kitchener-Waterloo Art Gallery connects people and ideas through art. Its nationally-acclaimed exhibitions and programs welcome all to be inspired and challenged through a deepened understanding of ourselves, our cultures, and our communities.  
  
The Gallery is looking to fill one position of **Summer Programs Assistant** to join our team of creative individuals that facilitate the Gallery’s Summer Art Camps. This is an exceptional opportunity to gain hands–on experience in a cultural institution.

The Summer Programs Assistant (camp counsellor) will contribute to developing and delivering high-quality activities that foster creativity and fine art skill-building for children participating in summer camps aged 6-13 years. The Summer Programs Assistant will work closely with the Public Programs Coordinator and Artist Instructors to promote a positive and engaging environment for all summer camp participants.

Specific tasks include but are not limited to:

--Assisting with material management, including preparing studio supplies, tools, and workspace

--Designing and implementing age and developmentally appropriate recreational activities for campers during breaks

--Working collaboratively with Artist Instructors to discuss project details, lesson plans, and daily responsibilities

--Helping participants develop an understanding of art working processes and acquire skills and competences

--Greeting caregivers and children every morning and overseeing sign-in and sign-out by an authorized adult at the end of each day

--Supervising and ensuring the safety and well-being of campers throughout the day

--Planning and overseeing the execution of a weekly Friday afternoon camper art show

--Maintaining a weekly inventory of the studio and informing the Public Programs Coordinator of require art supplies

--Assisting with Summer Art Camp conclusion and evaluation

**You could be our ideal candidate if you:**  
-Are a Canadian citizen or a permanent resident, of have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).  
-Are legally entitled to work in Canada.  
-Are between 16 and 30 years of age at the start of employment.  
-Are willing to commit to the full duration of the work assignment.  
-Will not have another full-time job (over 30 hours a week) during the work assignment work assignment.  
- Have previous experience in the arts and culture sector and/or working with children and youth.  
- Demonstrate effective interpersonal and communication skills.  
- Are highly organized.  
- Are outgoing, energetic and eager to lead a variety of camp activities and games.  
- Proficient with Microsoft Word and Excel.  
- Can provide a clear Criminal Reference Check (including vulnerable sector).  
- Possess basic First Aid & CPR (an asset).  
  
To be considered for this opportunity, please submit your cover letter and resume by emailing the Kitchener-Waterloo Art Gallery’s Director of Finance and Administration, Jenna Winter ([jwinter@kwag.on.ca](mailto:jwinter@kwag.on.ca)) before **Monday, 6 May 2024.**  
The Kitchener-Waterloo Art Gallery is committed to advancing anti-racism, equity, accessibility, and inclusion. We value diversity and encourage applications from all qualified individuals, including candidates from diverse cultures, racialized communities, all abilities, all sexual identities and genders.