



Kids On Track is a community-building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships, encouraging participants in faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families experiencing limited opportunities due to various socioeconomic challenges. We use physical literacy-based activities and recreational pursuits as a foundation for relationship building and mentoring. All summer positions are grant-dependent and an offer of employment cannot come until funding is confirmed.

**Job Position:**

<b>Job Title:</b> Summer Creative Arts Coordinator	<b>Contract:</b> 12 weeks, 35 hours/wk	<b>Number of openings:</b> 1
<b>Wage:</b> \$ 17.50/hr	<b>Vacation Pay:</b> 4% paid out	<b>Date Range:</b> June 3–August 23, 2024
<b>Location:</b> 17410-106a Ave NW and various program sites around Edmonton for program capture		

**Responsibilities:**

- Liaise with the Program Director and Summer Coordinators to determine what sets and props are needed, and the appropriate style and design to meet the needs of the productions
- Oversee and be responsible for procurement or production, inventory, care, and maintenance of all props, sets, and creative works, ensuring they are available on time and within budgetary requirements
- Responsible for creative works including but not limited to posters and flyers, props, sets, costumes, and puppets
- Responsible for all administrative support involved including developing an accurate inventory, sign out procedures, and maintenance of the equipment
- Work with a team of youth in a mentoring capacity to accomplish the creative tasks, supervising the youth’s work and social interactions
- Follow all policy and procedures of Kids On Track and the day camp sites and ensure the safety of their group
- Reports directly to the Summer Coordinators and Managers, and ultimately the Program Director

**Qualifications:**

- Must be in agreement with the Christian mission of the organization
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be completed
- Must be able to function in a team culture
- Must be able to adhere to the design principles of making sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must be familiar with set design, puppetry, arts and crafts, and graphic arts
- Must communicate well and in a timely manner
- Must have driver’s license and access to own vehicle (mileage reimbursed)
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Class 4 or Class 2 (Bus license) an asset
- High Five Principles of Healthy Child Development course an asset

**Requirements:**

- Must submit a clear Police Security Check and an Intervention Record Check
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)
- Experience with graphic design programs is an asset
- Experience with photography is an asset
- Valid driver’s license and access to a vehicle an asset

**Apply:**

E-mail: [hr@kidsontack.org](mailto:hr@kidsontack.org), PH: 587-404-8877

Include: cover letter, resume, relevant work or volunteer experience, or participation in a faith-based organization

Deadline: March 30, 2024