



**Title: Peace Camp Coordinator**

**Organization: Children's Peace Theatre**

**Job Type: Summer, Full-time Contract Position**

**Duration: 12-16 week contracts starting May-August 9 2019**

**Deadline: April 15, 2019**

**Wage: \$14.00/hourly**

**Peace Camp Description:**

Every summer Children's Peace Theatre (CPT) hosts Peace Camp, a three-week day camp for 45 children aged 8-13, plus up to 30 additional professional theatre artists, junior guides (13-17), guides (18+), and elders.

Located in our Taylor-Massey Creek forest retreat, Peace Camp involves the creation, rehearsal, and production of an original professional-calibre play about peace and conflict, developed from the stories and imagination of the child campers. In the final week there are several public performances, including a popular and well-attended gala presentation.

**This position is funded by Service Canada. Candidates must meet the following requirements:**

- Be between 18 and 30 years of age at the start of the employment;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Responsibilities:**

- Community Outreach for camp
- Coordinate registration for Peace Camp
- Support Artistic Director in hiring and supporting Youth Guides
- Liaise with participants and their parents
- Manage daily sign-in of participants
- Manage snack program
- Recruit, train and support Peace Camp volunteers

- Manage petty cash
- Handle inquiries/complaints
- Liaise between office staff and Peace Camp staff
- Support in coordination of Peace Camp Gala
- Other administrative duties as required

**Qualifications:**

- Experience and Passion for facilitating arts based programming
- Passion for anti-racist Anti-oppression work
- Passionate about BIPOC liberation work and Land Stewardship issues.
- Experience working with Children and youth
- Possess excellent interpersonal, time management, and communication skills
- Be able to work comfortably and effectively with a diverse group of staff, volunteers, and the general public on the telephone, in person, and via written correspondence
- Be comfortable balancing multiple tasks and responsibilities in an organized, efficient, and professional manner
- Take initiative and work independently, as well as work collaboratively with a team
- Be proficient in Microsoft Office (Word, Excel, Outlook)

**How to Apply:**

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to [Karen@childrenspeacetheatre.org](mailto:Karen@childrenspeacetheatre.org) with **Peace Camp Coordinator** in the subject line.

**Deadline April 30, 2019**

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups to apply. We do regret however that at this time our City owned heritage building is not wheelchair accessible.

We thank everyone for their interest but only candidates selected for interviews will be contacted.