

2018 Summer Theatre Coordinator Grace United Church

The position of Summer Theatre Coordinator is a 6-week employment contract running from Saturday, June 30, 2018 to Friday, August 10, 2018. Employment begins with orientation on Saturday, June 30, 2018, after which the normal work week will run Monday to Friday. The Summer Theatre Coordinator will work Monday to Friday for 30 hours per week and be remunerated at minimum wage (\$14.00/hr).

Requirements:

The successful applicant will:

- Have completed a minimum of one year of secondary education;
- Have experience with and a demonstrated commitment to children's programming;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred;
- Be discerning/considering a career that intersects with children and youth programming.

Responsibilities:

The Summer Theatre Coordinator will work with the Summer Program Team to:

- Create and deliver a summer program that offers recreational programming to children ages nine to thirteen and teaches them live theatre/stage skills;
- Work with a team of youth to create and deliver weekly children's stage productions.
- Ensure that the health and safety of program participants is not compromised during any program activity.
- Submit a summer-end program report and booklet of resources created.

Accountability:

The Summer Theatre Coordinator is accountable to the Christian Development Committee for programming, and to the Ministry and Personnel Committee for employment related issues. Under the direct supervision of the Christian Development Minister, the Summer Theatre Coordinator will plan and deliver the program. The children and youth participating in this program will place their trust in the Summer Theatre Coordinator. As such, the Summer Theatre Coordinator will be subject to a complete screening process as outlined in *Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in the United Church of Canada*, which includes furnishing a current police records check.