

**Job Description: Assistant Program Coordinator
Community Music School of Waterloo Region**



Job Title:	<i>Assistant Program Coordinator</i>
Reports To:	<i>Executive Director</i>
Required Dates/Hours:	<i>May 24, 2022 – August 12, 2022 (12 weeks), 35 hours/week</i>

Overview

The Community Music School of Waterloo Region provides music programs to underserved and at-risk young people in Waterloo Region.

Job Summary

Assistant Program Coordinator will serve as the lead for CMSWR's summer day camp. CMSWR will be running one week of day camp in 2022 (July 25-29). Camp will be offered in person for children ages 7-12.

Assistant Program Coordinator will be responsible for coordinating camp logistics, registration, and will assist with planning camp activities. They will also play a significant role in leading activities during camp.

Assistant Program Coordinator will also provide general program support to CMSWR and the Executive Director, including program planning for 2022-2023.

Duties and Responsibilities

Summer Camp:

- Responsible for planning and coordinating camp logistics in partnership with Executive Director.
- Manage camp registrations.
- Assist in planning camp themes, lessons, and programming.
- Gather all materials needed for camp.
- Facilitate group activities with campers.
- Be an enthusiastic role model to children during camp activities.
- Maintain and model appropriate personal boundaries with children.
- Provide excellent customer service to all campers, parents/guardians, and service providers.
- Report any incidents to Executive Director; assist with the completion of incident reports.
- Assist with debrief and evaluation after camps are complete.

General Support:

- Provide support to general CMSWR programming.
- Assist with instrument inventory and arrange instrument repairs.
- Assist with the development of a volunteer recruitment strategy.
- Support Executive Director with set up of new studio space for September 2022.
- Opportunities available to contribute to website, social media, and other communications projects.
- If interested, employee will be introduced to grant writing and fund development.
- Other duties as required.

Requirements

- Must be 18 years of age.
- Advanced musical skills required (on any instrument) – Grade 8 RCM level or equivalent.
- Previous experience working with children and/or youth required. Camp experience preferred.
- Works well independently but also takes direction well.
- Ability to multi-task and skilled at time management.
- Excellent organization and communication skills.
- Demonstrated understanding and sensitivity to social and cultural diversity.

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- Post-secondary training and experience in music education preferred.
- Strong knowledge and grounding in philosophies of community music preferred.
- CPR/First Aid training an asset.
- Successful completion of a vulnerable sector record check.

Working Conditions

The majority of work will be completed remotely. Employee must be comfortable working independently. However, employee must be available to work on-site approximately once per week. Work hours are flexible, but employee must have some daytime availability.

Summer camp will be offered in person and employee must be on site for the duration of camp and any required set-up prior to camp.

Access to a vehicle is a significant asset.

Application Information

Please send a cover letter and resume to Caroline Hissa, CMSWR Executive Director at chissa@cmswr.ca. Applications will be accepted until May 10, 2022 at 4:30pm.

This position is funded by the Canada Summer Jobs program. To be eligible, applicants must:

- be between 15 and 30 years of age at the start of employment,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred,
- have a valid Social Insurance Number and be legally entitled to work in Canada.

International students are not eligible for this position.

CMSWR is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.