



GlobalFest
Urban Arts Summer Camp Manager (summer position)
Availability – June 1, 2022 (3-month contract)

GlobalFest is a not-for-profit community development agency dedicated to celebrating, showcasing and promoting Calgary's ethno-cultural diversity and artistic excellence. We enrich the lives of our citizens and strengthen our community, while simultaneously enhancing Alberta's reputation as an international destination. GlobalFest is dedicated to facilitating discussions around racism, oppression and justice, through forums and educational programming with the intention of sustaining commitment by our community to work towards a more inclusive society.

Work Engaged
Be Inclusive
Build Community
[Think] GlobalFest

The Position

GlobalFest is seeking a candidate for our Urban Arts Summer Camp Manager, specific to the coordination and delivery of our 4-week long youth summer program MySummerJourneyYYC.

The Urban Arts Summer Camp Manager will work closely with the COO of GlobalFest and the camp artistic team in the coordination of the program based on the program model that was very successfully delivered in 2019.

This is a fixed term contract and as an external contractor, a formal agreement will be entered into outlining the various, duties, responsibility, and deliverables.

The successful candidate will have an experience in youth programming, recreation, project management and directly working with youth.

MySummerJourney YYC – Summer Youth Camp Program Description (July 4 – July 29)
Sunalta Community Association Hall

MySummerJourneyYYC is a 20-day camp for immigrant and refugee youth aged 13-17. This camp offers high quality programming and will take participants on exploratory journeys to connect them and identify them with Calgary and its surrounding areas. Throughout the 20 days, youth will participate in urban arts projects, build English language literacy skills, participate in outdoor sports skills development, explore various heritage aspects of Calgary and area and more.

The goal of this program is to engage recent immigrant and refugee youth in hands-on arts and cultural activities, build on their English literacy and communications competencies, participate in various sports and leisure activities, as well as teach them technical and practical skills.

MySummerJourneyYYC was first presented in July of 2019 and then due to COVID went into hibernation. We are now ready to reintroduce the program to the community.



Duties and Responsibilities

- Camp program coordination in consultation with COO and camp artistic staff.
- Coordinate with artistic team - two program staff (full run of program), additional sessional and discipline instructors and program delivery agencies
- Participate in program's budget development and oversight in partnership with COO
- Oversight of all program staff and instructors
- In partnership with the COO, work with various immigrant and refugee service agencies in identifying candidate youth for program
- Identify possible needs for language translation service providers
- Ensure all program delivery staff have appropriate vulnerable sector clearances prior to program start
- Plan and conduct orientation session for program staff on working with vulnerable youth as well as in working with youth with English language barriers (may be done in partnership with external agency)
- Plan and conduct information sessions for candidate youth and parents/guardians
- Work closely with hall staff in ensuring hall security and cleanliness
- Program financial management, ensure the timely gathering and processing of program billings, while working within the approved budget
- Work with camp caterer on requirements to include daily snack breakfast and lunch, as well as provision of Calgary Transit student pass for month of July (student responsibility to replace if lost)
- Plan celebratory program closing event with artistic team for final day
- Provide final report within 30 days of program completion, to include financial reporting as well as outcomes based on surveys of participant youth, parents and program delivery specialists.

**Director may also serve as a sessional artistic instructor, but not as their primary endeavour. Any sessional activities must be pre-approved, with instructor fees paid in addition to the fixed contract fee.*

This description provides a fair scope of responsibility but is not intended to be exhaustive or limited to the above requirements. It serves as a guideline from which to work on program development, implementation and final reporting.

Skillsets and Qualifications

- Minimum of 2 years of program management and/or youth work
- Experience in successful program creation and delivery
- Appreciation of literacy skills
- Experienced and comfortable in working with youth
- Vulnerable Sector – police check
- Effective team management and participation
- Sound financial knowledge (budgeting and financial management)
- Excellent Communicator
- Own computer and knowledgeable in standard MS Office and Windows platforms include Word, Excel and Outlook
- Valid driver's license and your own vehicle are required.
- Only applicants residing in the greater Calgary area will be considered.



Letters of Reference will be required.

Wage: \$25.00/hour

Work Day: 8 hours

Term: June 1 – August 31, 2022