



An operation of the CoastArts Association  
Charitable Number# 139921563 RR0001

PHONE: 902.582.3842 EMAIL: mail@artscentre.ca

FACSIMILE: 902.582.7943 WEB: www.artscentre.ca

Box 190 / Canning / Nova Scotia / Canada / B0P 1H0

Executive Director: Ms. Chris O'Neill

Honorary Chair: Alex Colville, O.C.

Honorary Patron: Her Honour Mayann Francis,  
Lieutenant Governor of Nova Scotia

## Join our SummerArts Team! Recreation Director

*SummerArts at Ross Creek is the place to be! With hundreds of kids over the summer, from 5 year olds discovering the world of art for the first time, to aspiring artists in their teens, it is a dynamic and exciting community. We take the education and entertainment of children seriously, with a focus on creating a magical camp where they learn, they create and they take the next step towards independence, all while having a fabulous summer laughing, making lasting friendships and making memories.*

*You can be part of making that happen.*

The Recreation Director is responsible to plan, coordinate and implement camp games, fieldtrips and evening programs. The Recreation Director will provide administrative assistance to the Camp Director, Assistant Camp Director and support to Camp Counsellors to ensure that camp functions efficiently on a day to day basis. The Recreation Director is directly responsible to the Camp Director and Assistant Camp Director.

### **Responsibilities and Duties:**

- Ensure the safety and well-being of campers at all times
- Promote and maintain RCCA policies and procedures
- Create and maintain a positive camp environment
- Plan and implement games, fieldtrips and evening programs to foster enjoyment and self-esteem.
- Assist Camp Director, Assistant Camp Director with counsellor development and training
- Maintain meaningful communication with camp staff, instructors and families
- In conjunction with other staff, ensure cleanliness and safety of all camp areas
- Provide administrative assistance to Camp Director, Assistant Camp Director and Counsellors

### **Requirements:**

- Clean Criminal Background and Child Abuse Registry checks
- Standard First aid and CRP class C certificates
- Experience with youth and children
- Recreation experience and education
- Arts background is an asset
- Administrative experience is an asset
- Student or graduate of university or college is preferable

### **Position Details:**

Work is onsite at the Ross Centre for the Arts, close to Canning, Nova Scotia

### **Salary:**

Weekly salary to be negotiated, plus onsite meal plan and rustic cabin accommodations for the summer

### **To Apply:**

Fill out summer staff form and submit with cover letter, resume and letter of reference to the address listed on form.



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## Summer Staff Application Form

### 1. Personal Information:

Name:		Phone		Cell	
Email					
Address:					
City:		Prov/State		Postal code:	

### 2. Position:

Paid Position:

<input type="checkbox"/> Assistant Camp Director	<input type="checkbox"/> Recreation Manager	<input type="checkbox"/> Camp Counsellor
<input type="checkbox"/> Camp Cook	<input type="checkbox"/> Assistant Camp Cook	<input type="checkbox"/> Picnic Coordinator
<input type="checkbox"/> Gardener Educator		

Volunteer Position:

*(while there are not paid, they are treated as jobs and require a commitment and contract which sets out expectations and parameters)*

<input type="checkbox"/> Camp Artist in Residence	<input type="checkbox"/> Junior Camp Counselor	<input type="checkbox"/> Kitchen Hand
<input type="checkbox"/> Community Life Assistant	<input type="checkbox"/> Counsellor in training	<input type="checkbox"/> Gardener

### 3. Dates:

Camp operates both day and overnight sessions during the summer and paid camp staff must be able to work at both to be considered. Are you able to work the whole summer at overnight camp at minimum from June 25 to August 31 (annual contracts may vary)?  Yes  No

Are there dates that you require to be off for long standing events?  Yes  No

If yes, please list:

### 4. Education:

Please list any arts education, especially at the post-secondary level.

INSTITUTION	PROGRAMME	YEARS ATTENDED



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### 5. Training & Experience:

1. Have you attended a First Aid / CPR Training Course?  Yes  No
2. First Aid Level                      CPR Level                      Date
3. Do you have previous experience working with youth?  
 Yes                       No                      If yes, please detail the ages:

Why would you like to work at Ross Creek? *(IF YOU REQUIRE ADDITIONAL SPACE PLEASE ATTACH ON A SEPARATE SHEET)*

What strong personal characteristics you would bring to the Ross Creek programs?

**FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST INCLUDE:**

1. **Completed Application Form**
2. **CV/Résumé**, highlighting artistic interests and experience with children
3. **A Letter of Reference** from an arts instructor, a previous employer or a community leader who can discuss your skills and why you would be good counsellor at an arts camp.

**Please mail, e-mail or fax your completed application to:**

**Camp Director**

ROSS CREEK CENTRE FOR THE ARTS  
BOX 190, CANNING, NOVA SCOTIA, B0P 1H0  
education@artscentre.ca

Fax: 1-902-582-7943 Phone: 1-902-582.3842

**All applications must be in our office by April 15 to be considered.**

**Arts • Passion • Wonder**