

Summer Position

The Saskatchewan Choral Federation is looking for a Program Coordinator to undertake a variety of program and administrative tasks primarily involving the SCF Summer Music Camps. Working directly with the Program Manager and ED the Coordinator will help in the planning, promotion, delivery and follow-up of an existing music day camp for ages 8 to 13 as well as adaptation of the camp for mini-camps being developed and delivered. Start date of the position is May 30th, 2022 for 8 weeks to July 29th, 2022, 30 hours/week.

Tasks include but are not limited to:

- Planning and assisting in the delivery of age-appropriate activities
- Promotion and communications to camp staff and participants (parents/guardians, partners, stakeholders)
- Collection and tracking of registrations
- Preparation of camp activity materials
- Assist in onsite camper and staff management and problem solving
- Assist Program Manager in camp evaluation

Required qualifications and desired skills include:

- Post-secondary (second year or higher) studies in music or music education will be considered an asset
- Experience in event planning or marketing is an asset
- Experience working with youth 13 year of age and under is an asset
- Strong oral and written communications along with experience of social media platform communications
- Knowledge of database creation and entry
- Strong time-management and organizational capabilities with the ability to prioritize multiple tasks effectively while working independently is a must.
- Creative thinking adapting to change quickly
- Successful candidates must submit a recent vulnerable sector criminal record check
- First Aid or equivalent training will be considered an asset
- Applicants must be eligible as per the Canada Summer Jobs guidelines – between 15 – 30 years of age and a Canadian citizen.

If you are interested, submit your resume along with a cover letter indicating why you are interested in and how your experiences make you the person for this position. Submissions are to be made by email to information@saskchoral.ca by Friday, May 13, 2022.