



February 2, 2017

**Oshawa Little Theatre invites applications for the position of
Summer Youth Program Director**

This is a full-time seasonal position, honorarium based, for approximately 40-45 hours per week (or more) running the duration of the Summer Youth Program (contingent upon adequate enrolment).

We are looking for an energetic, engaging, and exciting person, one who is comfortable with working with children, and a creative thinker, to lead our summer youth program.

The program director will devise daily activities, oversee day-to-day programming, co-ordinate and supervise before-care/after-care, plan towards a culminating activity, maintain necessary contact with parents, ensure the safety and security of all enrolled youth, and oversee staffing and volunteering for the program (as required).

The SYPD will report to the Board of Directors, specifically the Director of Education, to implement the Summer Youth Program as established by the Board of Directors for the 2017 summer session.

The ideal candidate will:

- Have a passion and belief in the importance of arts and theatre for young people
- Have experience in acting, singing and dance instruction and theatre performance
- Have experience working with children and youth in a teaching/leadership capacity
- Have strong time-management and communication skills
- Demonstrate a capacity to plan and execute lessons and activities
- Have the ability to successfully develop the skill and talent of young people
- Be extremely organized and detail-oriented, a self-starter, with a proven ability to complete projects and work without supervision
- Effectively establish a timetable for staff
- Provide a vulnerable sector criminal background check

Responsibilities include:

1. Working with the Summer Program Committee and Director of Education in the development of programming
2. Planning, preparing, creating and organizing all daily activities and lessons
3. Working towards a final, performance based product
4. Coordinate any and all necessary materials
5. Liaise with the Director of Education and General Manager with regards to access to OLT equipment and materials
6. Arriving at least 30 minutes prior to the start of each camp day or earlier if the before-care program is running
7. Be the last to leave at the end of each day
8. Arrange for other necessary instructors and/or volunteers (as required by enrolment), subject to approval
9. Work within a budget determined by the OLT board
10. Assist with the recruitment of youth for the program
11. Ensuring the safety, security, and occupation of all children at all time (including knowledge of any allergies and/or medical conditions)
12. Ensuring all youth are picked up by the approved parent and/or guardian

Application deadline:

February 22nd, 2017 by 4pm (Interviews will be scheduled shortly thereafter)

Application Requirements:

Cover Letter, Resume (resume must contain at least two references)

Please email your application to:

Ashley Fleury education@oshawalittletheatre.com