



Children's Program Assistant

Canada Summer Jobs
12-week contract - \$17.50/hour
May 5, 2024 - July 28, 2024
Sudbury, Ontario

Applicants must be 15-30 years of age, and either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.

Job Description

The Children's Program Assistant will be responsible for assisting the Festival Director in delivering a summer program for children.

The Children's Program Assistant will be responsible for the following:

1. Assist with the preparation and setup of camp activities, workshops, and materials.
2. Support the delivery of literacy-based activities by helping facilitators and participants as needed.
3. Ensure spaces are kept organized, clean, and ready for use throughout the camp day.
4. Help collect participant feedback or attendance data for program evaluation.
5. Other duties as assigned

REQUIREMENTS:

- Passion for Canadian literature and the literary arts.
- Excellent verbal and written communication skills.
- Excellent knowledge of Canva, social media platforms, and comfortable with Google Workspace
- Ability to perform multiple, concurrent tasks.
- Ability to work independently and as a member of a team.

Wordstock Sudbury Literary Festival is committed to equity and justice in hiring and specifically encourage people from Black, Indigenous and racialized communities, LGBTQ2S, disabled, and other equity-seeking communities to apply.

Submit cover letter and resume to: Festival Director, director@wordstocksudbury.ca