

Culture Camp Coordinator

2013 Culture Camp

Vuntut Gwitchin Government

The VGG Education Department is seeking a coordinator for its 2013 Culture Camp. The anticipated duration of this temporary position is February 25, 2013 to April 14, 2013.

Duties:

Coordinate all aspects of Culture Camp 2013 including but not limited to:

1. Order and deliver all goods, materials, or other items as needed and/or as directed by the Director of Education.
 2. Arrange for setup of camp site including tent frames and cooking area.
 3. Arrange for sufficient wood supply to for all Culture Camp structures.
 4. Arrange for travel, as requested, to and from camp site for students, personnel and invited guests.
 5. Create camp schedule & organize events in conjunction with ESW and other Education Department Staff.
 6. Supervise camp attendants, camp cooks and personnel during attendance at camp site.
 7. Ensure camp site is secure and safe.
 8. Report in a timely manner and directly to the Director of Education, all issues and concerns regarding the overall functions of the Culture Camp.
- Salary: Depending on Qualifications
 - Preference will be given to VGFN beneficiaries.
 - A satisfactory criminal records check is required

Please submit your letter of interest and/or resume, clearly stating your qualifications, to:

Karen MacArthur
Manager, Education Dept
Vuntut Gwitchin Government

Closing Date: February 21, 2013