

Youth Program Assistant

Job Summary: The Youth Program Assistant will assist in the delivery of Youth Performance training camps, through week-long day camps. They will aid the camp instructors in managing participants, offer administrative support through sourcing and delivering required materials, liaise with parents and youth to ensure that needs are met, and oversee registrations and follow-ups.

Reports to: Chester Playhouse Executive Director and Communications Manager

Member of: Front of House/Administrative

Primary Responsibilities:

- Aid in the registration of youth, liaising with parents regarding needs.
- Preparing relevant information for instructors to deliver their material successfully.
- Assisting on site with delivery of camp classes, participating as needed, covering breaks, etc.
- Anticipating and soliciting needs and sourcing required materials.
- Liaising with Technical Staff on the performance of end-of-week showcases.
- Managing parent and guest registration for youth showcases.
- Soliciting and gathering feedback from youth and parents on each program offered.
- Making recommendations about future programs.

Desired Applicant will be/have:

- Comfortable and eager to work with youth of various ages.
- Friendly and approachable.
- Energetic and creative team player.
- Confident with working independently as the first point of contact for youth and parents.
- Excellent interpersonal and telephone skills.
- Excellent computer skills with an understanding of MS Office, Google Drive and Excel.
- Organized, reliable, and possessing a strong attention to detail
- Willing to work flexibly, both independently and as part of a team.
- Passionate and knowledgeable about live performances and the arts in general.
- Able to prioritize and work under pressure with good time management skills.
- Able to pass a criminal records check, as well as a vulnerable sector check, for working with youth.

Possible Learning Opportunities:

- Gain insight into the workings of a performing arts facility.
- Experience working with a team of staff members and Board of Directors with a diverse range of goals.
- Simple daily accounting and admin procedures.
- Working with youth.

Additional Requirements:

- You must have your own reliable transportation to and from work, to arrive for 8am and depart at 4:30pm

Term: 7 weeks within the following date range: July 7th, 2026 - August 24, 2026

You will be working a 40-hour work week across 7 weeks, for the equivalent of 280 hours total. This Job Description outlines the duties required in this role to indicate the level of responsibility. The list of duties may vary from time to time.

Salary: \$20/hour

Candidate: This position is funded through the Canada Summer Jobs program, and is thus open to candidates aged 15 – 30, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job, and be legally entitled to work in Canada.

The Chester Playhouse is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply. If accommodation is needed to participate in the job application process, candidates will be welcomed and encouraged to contact us for assistance.

Work Environment:

The primary work environment for this position will be an office setting.

How to Apply:

Please send a cover letter describing why you are interested in this position and any related work experience, to info@chesterplayhouse.ca. Please include a resume, if you have one.

Deadline to apply: May 4 2026.