

SUMMER MUSIC CAMP – EDUCATIONAL ASSISTANT

Job Information

Position Title: Educational Assistant – Summer Music Camp

Organization: Cantabile Choirs of Kingston

Location: Kingston, ON

Contract Term: June 29 - August 21, 2026

Compensation: \$27.50/hour (35 hours/week)

Cantabile Choirs of Kingston is seeking a creative, engaged, and responsible Educational Assistant to support and actively contribute to the delivery of our summer music camps for children and youth. This role is ideal for an emerging music educator or artist who is eager to take initiative, lead activities, and play a meaningful role in shaping a dynamic and inclusive learning environment.

Working closely with music staff, the Educational Assistant will contribute to program design and take an active role in leading musical and arts-based activities, while supporting the overall operation of the program.

Key Responsibilities:

Program Delivery & Leadership:

Assist in planning and implementing daily activities and curriculum, and take initiative in leading music and arts-based activities with small and large groups. Contribute creative ideas that support musical learning, exploration, and engagement.

Participant Supervision:

Provide active supervision of children and youth during program hours, supporting safety, inclusion, and positive group dynamics.

Administrative Support:

Assist with basic administrative tasks, including attendance tracking, preparation of materials, and communication with participants and families.

Facility & Materials Management:

Help maintain a clean and organized program space, and support the set-up, care, and inventory of musical instruments and supplies.

Behaviour Support:

Apply and reinforce positive behaviour management strategies, supporting a respectful and inclusive environment.

Arrival & Departure:

Assist with safe and orderly participant drop-off and pick-up procedures.

Community Engagement:

Represent Cantabile at community events and contribute to outreach activities as an ambassador for the organization's programs and values.

Other Duties:

Contribute to additional tasks and team needs as assigned.

Qualifications:

- Formal background in music (e.g., current or recent studies in music, music education, or equivalent experience)
- Demonstrated passion for music and music education
- Confidence and willingness to lead activities and work directly with children and youth
- Experience working with children and/or youth (camp, education, or arts settings preferred)
- Strong communication and interpersonal skills
- Ability to work collaboratively while also taking initiative
- Responsible, organized, adaptable, and energetic

Eligibility (Canada Summer Jobs Program)

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Have a valid Social Insurance Number and be legally entitled to work in Canada

Cantabile Choirs hires based on qualifications, experience, and fit for the role. We are committed to fair and equitable hiring practices and do not discriminate on the basis of race, national or ethnic origin, gender, sexual orientation, religion, disability, or other protected grounds.

Accommodations are available upon request for candidates taking part in the selection process.

How to Apply:

Please submit a resume or CV and a brief cover letter outlining your interest in the position to:

Geoffrey Sirett

Artistic-Executive Director

gsirett@cantabilechoirs.net

Applications will be reviewed on a rolling basis as they are received, and the position will remain open until filled.