

**GREEK SCHOOL SUMMER PROGRAM**  
**Dance Instructor, Administrative Assistant & Event Specialist**  
**Job Opportunity – Dance Instructor, Administrative Assistant & Event Specialist (1 position)**

**POSITION SUMMARY**

The Dance Instructor, Administrative Assistant & Event Specialist will support the Greek School Summer Program by planning and leading Greek dance, movement, music, cultural activities, special events, and family showcase experiences. The role also provides administrative support for daily program operations, including attendance, forms, materials, communication support, and general organization.

The Dance Instructor, Administrative Assistant & Event Specialist will work closely with the Summer School Administrator, senior counsellors, junior counsellors, volunteers, families, and program partners to help deliver a safe, inclusive, engaging, and culturally rich summer program for children.

**MAJOR RESPONSIBILITIES**

- Plan, coordinate, and lead age-appropriate Greek dance, movement, music, cultural activities, and program-wide events.
- Support the daily schedule, including morning welcome activities, Greek dance and movement, Greek music and songs, creative project time, calm pickup activities, and final-day showcase preparation.
- Assist with planning and implementing weekly family showcase components, including songs, dances, presentations, passion projects, and cultural displays.
- Provide administrative support such as attendance tracking, name tags, signage, photocopying, activity sheets, permission forms, supply lists, and basic communication materials.
- Prepare, organize, maintain, and submit basic reports, forms, statistics, and program records in a timely and organized manner.
- Help organize and maintain Greek language/cultural materials, art supplies, recreation equipment, music supplies, and event materials.
- Support staff during activities, trips, workshops, outdoor play, gym time, lunch/free play, after-care, and special events as needed.
- Ensure participant safety at all times and help maintain clean, safe, and healthy program spaces, equipment, and supplies.
- Deal sensitively and effectively with participant behaviour and communicate concerns to the Summer School Administrator and senior staff.
- Act as a positive role model for children and provide support and mentorship to junior staff, volunteers, and placement students where applicable.
- Communicate and coordinate respectfully with families, staff, volunteers, and community partners as appropriate.
- Support a respectful, inclusive, culturally affirming environment that reflects Greek language, heritage, music, dance, and community values.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

- Experience working directly with children in school-age, camp, recreation, dance, arts, language, cultural, or community-based programs.
- Ability to plan and lead developmentally appropriate dance, movement, cultural, arts, music, and event-based activities.
- Strong organizational skills and ability to assist with forms, attendance, materials, communication, and daily program logistics.
- Comfortable leading groups of children and supporting staff in a busy camp environment.
- Strong communication, teamwork, problem-solving, and conflict-management skills.
- Understanding of child safety, supervision, respectful behaviour support, and inclusive programming.

- Commitment to diversity, equity, inclusion, belonging, and creating a welcoming environment for all participants and families.
- Knowledge of Greek dance, Greek music, Greek language, Greek culture, or Greek community programming is strongly preferred.
- Knowledge of Microsoft Office, Google Workspace, or similar tools is an asset.

### ASSETS

- Current First Aid and CPR certification.
- Food Handler’s Certification.
- Experience preparing performances, assemblies, showcases, concerts, cultural events, or family celebrations.
- Experience with sound systems, music playlists, simple staging, props, posters, displays, or event setup.
- Ability to speak, read, or understand Greek is an asset, but not required unless specified by the program.

### TERMS OF EMPLOYMENT

Item	Details
Position	Dance Instructor, Administrative Assistant & Event Specialist
Number of Positions	1
Hours per Week	40 hours per week
Hours of Work	Monday to Friday, approximately 8 hours per day; specific start/end times to be confirmed
Hourly Rate	\$20.00 per hour
Weekly Cost Estimate	\$800.00 per week
Reports To	Summer School Administrator / Program Lead
Program	Greek School Summer Camp
Work Location	St John Church (1385 Warden Avenue, Scarborough, Ontario, M1R 2S3)

### Other Requirements

- Vulnerable Sector Screening/police reference check, as required by the organization.
- Must meet the organization’s minimum age and employment eligibility requirements.
- Position may be conditional on registration numbers, funding, permit confirmation, and program viability.
- Must be available for staff orientation, planning meetings, setup, and program preparation as required.

### Application Instructions

Interested applicants are invited to submit a cover letter and resume as one PDF document. Please use the subject line “Greek School Administrator” when applying by email.

**Application deadline: May 20, 2026**

**Email your application to: [education\\_director@togreekcom.org](mailto:education_director@togreekcom.org)**

**Equity and Accommodation Statement:** The Greek School Summer Program is committed to providing an inclusive, respectful, and accessible environment. Applications are encouraged from candidates with diverse backgrounds and experiences. Accommodation will be provided in all parts of the hiring process upon request.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.