

Writers' Guild of Alberta Contractor Opportunity: WordsWorth Director

Reports To: Executive Director of the Writers' Guild of Alberta.

Job Overview

The WordsWorth Director is responsible for planning, scheduling, and implementing the two-week WGA WordsWorth summer creative writing residency for youth ages 11 – 19 at Red Deer Polytechnic in July, as well as engaging the WordsWorth community in between summer programs. Duties include the direction, supervision, and evaluation of instructors and supervision team, for the design and scheduling of courses and additional activities for WordsWorth, and for ensuring a safe and enjoyable camp experience that fosters creativity.

This is a contract position running **September 1, 2025 – August 31, 2026**, including staying onsite at Red Deer Polytechnic for the duration of the WordsWorth program in July 2026. The contract is subject to annual renewal.

The successful candidate should be available to visit this year's program, running July 13 – 25, 2025, for a minimum of 12 hours over the two weeks. This time will be spent observing and participating in different classes and activities and program operations, shadowing the current Director, and developing a familiarity with WordsWorth in its current form.

Contract Fee: \$18,000

Specific Responsibilities:

- Coordinate and produce the WGA WordsWorth summer creative writing residency for youth ages 11 – 19.
- Provide programming and supervision that fosters creativity and individual growth in a fun, creative, supportive and safe environment.
- Work with instructors, supervisors, and guest artists to ensure the excellence of programming and supervision.
- Host activities and communications that foster youth involvement throughout the year.
- Be available to consult with and assist WGA office staff on the promotion, fundraising and registration for WordsWorth.

Duties:

PRE-SUMMER PROGRAM

- Meet with WGA in early September to set program timeline, including marketing, registration, and contracts.
- Design, schedule, and implement the courses and activities for WordsWorth. and set a theme for the year, around which marketing and program is developed.

- Recruit applications for instructors, supervisors, and guest artists and make recommendations for approval to the WGA ED.
- Collaborate with designer on poster, digital media, t-shirt, and other promotional material such as postcards for distribution, notebooks, water bottles, etc.
- Liaise with venue to book dates, classrooms, and accommodations, and arrange meal plan.
- Provide information on WordsWorth program to office staff for promotion and registration, including registration fee, dates, venue information, bio and photos of instructors and supervisors, and course descriptions.
- Provide information for written orientation materials for participants and instructors.
- Develop and execute training events for instructors and creative team.
- Work within the budget provided in conjunction with the WGA ED.
- Review and approve applicants' registration packages for new applicants.
- Consult with and assist WGA office staff with fundraising and sponsorship opportunities.
- Maintain regular email contact and monthly meetings with WGA ED to provide updates.
- Order supplies as required and within the budget allocated.

DURING SUMMER PROGRAM

- Provide leadership and supervision for the instructors, the creative team, and participants;
- Be onsite for the program and set the tone and spirit of the residency;
- Communicate with parents of participants, as required;
- Ensure the safety and well-being of participants at the camp;
- Attend to medical and other emergencies during the program and advise the WGA ED accordingly;
- Compile feedback and evaluation material and consult on participant follow up material as required;
- Report to appropriate government and health authorities about any participants who may be experiencing physical, emotional or sexual abuse and inform the WGA ED of any such reports.
- Collect post-program evaluations from participants.
- Provide other evaluative input via telephone and/or email as required by the WGA ED;
- Provide a final report within one month of program ending, including list of program activities, critical evaluation of program, and recommendations for future programs.
- Collect material from participants for commemorative anthologies, and collaborate with WGA office staff to ensure anthologies are compiled, printed, and mailed to participants within three months of program ending.

BETWEEN SUMMER PROGRAMS:

- Maintain contact with past participants through WGA hosted outlets to foster an online youth community with posting of programs, contests and articles of interest.
- Design, schedule, and implement the Drink the Wild Air winter youth weekend program and/or other initiatives to foster youth involvement, with the same duties as listed above for WordsWorth.

WGA OFFICE:

Administrative support from WGA office staff to include:

- Oversee contract arrangements with venue.
- Oversee grant applications and reporting.
- Administer contracts for instructors and creative team.
- Ensure all required documents (police checks, first aid training) from instructors and the creative team are in place in a timely fashion.
- Send information to venue on participant numbers and dietary, accommodation, and special needs requirements.
- Update and distribute handbooks to participants and instructors/creative team.
- Answer queries from parents and youth.
- Coordinate and administer WordsWorth bursaries.
- Design and oversee registration system.
- Execute marketing and communications initiatives, including liaising with designers, printers, and distributors, posting copy on website and other outlets, and managing dedicated WordsWorth social media., in collaboration with the Director, and informed by the theme of the program.
- Collect program evaluations from creative team and instructors.
- Provide office space for WordsWorth Director as needed.

Qualifications

- Demonstrated leadership abilities and experience in recreational and/or educational programming for youth.
- Understanding of youth with a wide variety of learning styles and needs.
- Experience in building and supervising teams.
- Demonstrated organizational and administrative skills, including ability to independently set priorities, consistently meet deadlines, and deliver programs within assigned budgets.
- Knowledge of writing and the writing community.
- Ability to establish and maintain positive working relationships with others to achieve the goals of the program and organization, including advancing equity and diversity where needed.
- Related degree or diploma (arts, education, recreation, or related field) or equivalent experience.

- Proficient in English, both written and spoken.
- The Director will be required to undergo a police background security check and, prior to the start of camp, have completed standard first aid and CPR training.

Application instructions: Please submit a cover letter and resume to mail@writersguild.ca. Please include “WordsWorth Director Application” in your subject line.

Application Deadline: June 18, 2025