

## JOB DESCRIPTION

Position: Arts & Crafts Director

Desired Qualifications:

- Training and experience in arts & crafts
- Ability to plan, organize and implement an arts & crafts program
- Ability to teach arts & crafts to campers and staff
- Ability to set up crafts hut and demonstration area
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance, yet also to act independently
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self control
- At least 19 years old or 18 with one year of college
- Current CPR and first aid certification

Responsible To: Director, Assistant Director, and Program Director

Camp Goals: To provide a safe, non-competitive, largely team-oriented wilderness adventure program through which children can have fun, make friends, and build self confidence by tackling challenges and developing new skills.

General Responsibilities:

- To teach and help coordinate the camp's arts & crafts program, and help maintain standards that lead to a quality program
- To supervise campers, including enforcing safety regulations
- To identify and meet camper needs
- To carry out camp programs
- To fulfill other staff administrative roles

Specific Responsibilities:

- To plan, organize and implement the arts & crafts program
- To teach arts & crafts to campers and staff
- To set up crafts hut and demonstration area
- To conduct a daily check of equipment and arts & craft area for safety, cleanliness, and good repair
- To make (or file for) repairs

- To submit orders for equipment and supplies when needed, with approval of the Director, ensuring timely arrival of equipment and supplies
- To provide opportunities for campers to process and learn from their experience
- To assist in conducting initial and end-of-season inventory, storing, and keeping equipment and supplies in good condition
- To assist in award recognition and participation certificates to campers, when earned
- To fulfill the specific responsibilities of General Counselor
- To assist in evaluating the current season and make recommendations for equipment, supplies, and the program for the following season
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions:

- Cognitive and communication abilities to plan and conduct group and individual activities to achieve camp goals
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to inspect equipment and arts & crafts area for safety, cleanliness, and good repair, and to effect (or file for) repairs
- Possess strength and endurance required to maintain constant supervision of campers and to handle and work with arts & crafts materials
- Ability to carry out all duties at an elevation of at least 6,200 feet
- Possess physical ability to move about the camp
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, injury and rescue), and to communicate via radio and telephone to summon help