

JOB DESCRIPTION

Position: Performing Arts Director

Desired Qualifications:

- Training and experience in performing arts, including drama, improvisation, and dance
- Ability to plan, organize and implement a performing arts program
- Ability to teach performing arts to campers and staff
- Ability to set up activity areas
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- 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: Directors, 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 performing arts 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 performing arts program
- To set up performing arts area
- To teach performing arts to campers and staff, including drama, improvisation, and dance
- To produce one talent show per session, in cooperation with all other staff, to provide an opportunity for performing arts campers to show the skills learned in drama, improvisation and dance, as well as to provide an opportunity for other campers and staff to put on their own skits/talents

- To produce one simple dramatic production per session, depending on camper interest
- To conduct a pre-activity check of equipment and 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 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 performing arts areas for safety, cleanliness, and good repair, and to effect (or file for) repairs
- Ability to instruct drama, improvisation, and dance
- Possess strength and endurance required to maintain constant supervision of campers and to handle and work with performing arts 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