

Job Description For The Arts And Crafts Director

Minimum Qualifications

- Training and experience in Arts and Crafts (documented)
- Ability to teach creative skills in at least one of the arts areas
- Ability to set up demonstration area and program, and to teach skills to staff and campers of all ages
- Ability to supervise staff, make scheduling assignments, and order supplies and equipment
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity, and ability to adapt to camp setting
- Enthusiasm, sense of humor, patience, and self-control
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- Must be at least 21 years of age

Responsible To

Executive Director and Summer Director

Camp Goals

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camp Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

General Responsibility

To plan, direct, and supervise camp's arts & crafts program and arts & crafts staff.

Specific Responsibilities

- Set up creative arts areas during staff training.
- Continued training and supervision through the summer
- Teach staff their responsibilities in activities during staff training.
- Teach and monitor proper use of equipment.
- Conduct end-of-season inventory, and store equipment for safety.
- Create check-out and return system for craft supplies.
- Check equipment and make (or file for) repairs.
- Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
- Write (with help of activity assistants) and check all lesson plans for creative arts programming.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Assist with overall camp activities regarding creative arts.
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
- Assist in packing all materials and supplies at end of season.
- Evaluate current season and make recommendations for equipment, supplies, and program for following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- In a Camp emergency, in charge of counting camper numbers on upper camp.

- Must have radio with them at all times

ACTIVITIES:

- Must develop a daily program with the senior staff from the items the camp has ordered and been delivered.
- The counselors are responsible for the behavior of their campers, but you are the main motivator of the program.

ACTIVITIES Continued

- Control of inventory is a main responsibility.
- Under certain conditions some campers may be excused from Arts and Crafts periods.
- Motivation of campers to be creative is your main responsibility. Staff responsibility for their campers includes working directly with their group.
- It is your responsibility to set up this activity, clean the area and to keep it clean. You are not expected to do this all on your own. Ask for help.
- See the award's section for your part.

Essential Functions

Must be able to

Educate Participants

Observe participant's behavior

Identify and respond to hazards

Work with different age and skill levels

Plan and conduct activity.

Assist campers in emergency (fire, evacuation, illness, or injury)

Observe loading and unloading of buses and vans

Possess strength and endurance required to maintain constant supervision of campers.

WORK HOURS: Work week will be from Sunday approximately 12:00 PM until Saturday after the campers depart around 12:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the camp director, and the summer directors.

All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday.

ON DUTY: Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

NIGHT OFF: We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

BUSSING: Two members of the leadership staff will be assigned to supervise the bussing each incoming and outgoing day. These staff will be expected to man the office while the busses are out picking up or dropping off campers. A roster will be made to assign the leadership staff for each incoming and outgoing day.

SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF

I have read the above job description and understand my responsibilities.

Print Name

Date

Signature

Date