

Position: Arts and Crafts Coordinator

Job Description 2021

Classifications: Seasonal Staff



Our Mission Statement:

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.

Qualifications:

- At least 18 yrs of age
- Actively practices Christian Science
- Good organizational skills
- Emotional maturity and stability; good moral character and integrity
- Enjoyment of outdoor living
- Love for children
- Member of The Mother Church
- Current Red Cross (or equivalent) CPR and First Aid certifications
- At least three years experience of art [professional or educational]

Knowledge:

- Variety of art mediums
- Crafting projects
- Budgeting
- ACA and camp standards and procedures (provided in staff manual)
- How to work with others from a variety of backgrounds
- Childcare
- Different art mediums such as:
 - Drawing
 - Painting
 - Sewing/ Stitching
 - Cutting
 - Paper Mache

Elemental Skills:

- Collaboration
- Creative problem-solving

- Responsibility
- Reliability
- Taking initiative
- Communication
- Inclusivity
- Childlikeness
- Flexibility
- Holistic and spiritual work ethic

Abilities:

- Creating original Projects
- Teaching children with creativity
- Working with individual skill sets within a larger class setting
- Managing any helping staff
- Working within a budget
- Competence in :
 - Planning activities appropriate to the age and skill level of the camper
 - Skills specific to Arts & Crafts
 - Ability to assist individuals in learning the activities
 - Understand safety procedures appropriate to the activity
 - Understand use and care of specialized equipment

Qualities:

- Responsible
- Creative
- Joyful
- Enthusiastic
- Loving
- Caring
- Reliable
- Approachable

Responsibilities:

Program related:

- Create and present camper awards for activities.
- Take initiative in developing program activities.
- Advise, remind, and give reasons to campers regarding safety requirements, concerns for other people's rights, and personal health.
- If in charge of a specialized activity, have and follow written operating procedures and regulations of that activity's national organization (for example, in archery, follow the guidelines of the Camp Archery Association.)
- Assure that specific safety procedures have been followed regarding all activities

taught. These should include:

- Written safety regulations which are made known to campers;
- A ratio of adult leadership to participating campers in relation to the degree of risk involved; and
- First aid supplies and equipment prepared by the appropriate person to meet the potential emergencies related to the particular activity.
- Be familiar with and conduct all program activities in accordance with the standards of the American Camping Association as outlined in the staff manual.
- Make sure that all equipment utilized in activities is:
 - appropriate to age, size and ability of user;
 - maintained in good repair;
 - stored in such a manner as to safeguard the effectiveness of the equipment;
 - given a safety check immediately prior to use; and
 - is in conformity with legal regulations, where applicable.
- Teach campers craft activities.
- Coordinate the use of the craft room and craft materials with other crafts instructors.
- Ensure that the craft room is kept well organized and in good order with specific emphasis on the ends and beginnings of sessions.
- Keep record of inventory and make purchase requests sufficiently in advance for all necessary equipment or supplies.
- Assist in the management of the Arts and Crafts budget and ensure that the program does not exceed the budget set forth.
- Assist in the ordering of supplies as directed by the Program Director.
- Be friendly when other staff “borrow” things from the craft room without advance notice
- Provide some opportunity in each day’s activity instruction for campers to make some choice regarding something they would like to do within that activity. Choice may be made on an individual or a group basis.
- Teach four to five classes per day in addition to other duties as they arise.
- Give love and care to all campers at all times
- Be a role model
- Do your best
- Teach amazing classes

Camp related:

- Carry out the camp mission and purpose in the course of working with campers.
- Do metaphysical work for self and camp each day.
- Assist with and participate in camp-wide activities.
- Take charge of a table at meals in the dining hall.
- Instruct in-camp activities in accordance with camper’s abilities.
- Participate in Staff Training program.
- Help campers to develop an understanding of and appreciation for the natural environment.

- Help campers to develop socially in at least three ways such as:
 - develop conversational skills;
 - show consideration for others;
 - learn how to make new friends; and
 - feel comfortable relating to other campers and staff.
- Help in all camp programs where directed by the Program Director.
- Attend ALL morning staff meetings and evening staff meetings as directed by Head Staff
- Chair the committee for Banquet decorations and visual design in conjunction with the Program Manager
- All other duties as assigned by the Camp Director