



Job Description

SACANDAGA

Administration

Job Title: Arts and Crafts Coordinator

Classification: Exempt (Seasonal)

Reports to: Assistant Director

General Description: To further the mission of the camp through the development and delivery of arts and crafts activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the arts and crafts building and related equipment and supplies.

Qualifications:

1. Must be at least 21 years of age and completed two years of college.
2. Experience in Ceramics, Basketry, Woodworking, Drama, Print is recommended.
3. Current, valid ARC Community First Aid & CPR or equivalent is required.
4. Previous experience supervising youth 8 to 16 years of age.
5. Competency and experience teaching Creative Arts required.
6. Desire and ability to live & work with children outdoors for extended periods of time.
7. Ability to relate to and supervise one's peer group.
8. Ability to accept supervision and guidance.
9. Good character, integrity, and adaptability.
10. Enthusiasm, sense of humor, patience, and self-control.

Responsibilities:

I. Arts and Crafts Program

- a. Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers
 - Write lesson plans that meet camp outcomes and the abilities of the campers.
 - Evaluate abilities of campers and staff.
 - Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp's natural environment, and use the art resources most efficiently.
 - Evaluate the success of the arts and crafts program.
- b. Ensure that camp staff and campers know and follow safety and educational procedures
 - Assist in the implementation of staff training for arts and crafts.
 - Train other staff in their responsibilities at the arts and crafts range.
 - Ensure campers and staff follow safety procedures.
 - Assist counselors with the development of art kits for use by cabins and for special events.
- c. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
 - Maintain the arts and crafts equipment, including (Please list any specific equipment or supplies that may be the responsibility of this position. Include specialty items such as looms, candle making or other skills that may require further training or knowledge).
 - Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
 - Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.

- Clean arts and crafts area, keeping it free of hazards and debris.
 - d. Recreation Time Activities
 - Offer Creative Arts based choices during recreation periods.
 - When requested, lead Creative Arts programs which are not part of the regular schedule.
2. **General Coordinator Responsibilities**
- a. Each session the coordinator will be assigned one full day to be “ON DUTY” . Responsibilities for “On Duty” are as follows...
 - i. Coordinate with the kitchen to make sure meals start on time. Run KP & the meals.
 - ii. Make sure to make announcements at appropriate times during the day
 - iii. Make sure evening activities are set up, run and cleaned up
 - iv. Oversee camper snack time and vespers
 - v. Patrol the camp, stopping regularly at all cabins and program areas
 - vi. Close the camp gate
 - vii. Keep the patrol log up to date and turn in at the end of the evening
 - viii. The day after you on “On Duty” you need not report until Class Period One.
 - b. Free Time
 - i. Unless otherwise instructed, be present and provide leadership over Recreational Periods
 - ii. Offer activities during Choice Recreation that reflect educational objective of your area
 - iii. Offer support during Water Recreation, running the buddy board, boating or other activities
 - iv. Present an enthusiastic attitude at all times, participating with campers and other staff members
 - c. Evening Activity Responsibilities
 - i. Prepare a skit with your area for the opening campfire. Presence at this Campfire is a job requirement. You will be required to assign staff in the building, lighting, running and clean up of this campfire each week.
 - ii. Oversee the evening activity that takes place on your designated evening “On Duty”. Make sure all preparations are made & clean up is thorough. Fill out all reports as needed.
 - iii. Prepare and assist in the all camp campfires. You will be required to assign staff to the building, lighting, running and clean up of this campfire each week.
 - iv. As needed you will be required to attend and assist with other evening activities.
 - d. Leadership Team Responsibilities
 - i. As a general member of the summer camp leadership team, it is expected that you will be a positive role model to other staff at all times and in all situations.
 - ii. Responsible to abide by and support decisions made by the PD in action, speech and attitude.
 - iii. Responsible to abide by and support all camp policies in action, speech and attitude. Failing to do so are grounds for dismissal.
 - iv. Expected that you will put the best interests of the campers and counselors first at all times.
 - v. Responsible for the prudent care of assigned radio, follow proper radio etiquette at all times.
 - e. Group Responsibilities Each Coordinator will be assigned to lead a group of campers
 - i. Responsible for the welfare of each camper in the group during these times
 - ii. Fairly assign responsibilities to campers
 - iii. Participate with the group during both camp clean-up responsibilities and in games
3. **Other Camp Responsibilities**
- a. Assist with Registration as assigned. Be courteous and helpful with parents and campers at all times.
 - b. Assist with camper departure as assigned. Be courteous and helpful with parents and campers at all times.
 - c. Assist in the closedown of camp at the end of each session. Run meetings & in-service training’s as assigned.
 - d. Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.
 - e. Responsible for the safety and welfare of campers: resolve camper issues and conflicts appropriately and in a timely manner, ensure campers are adequately supervised at all times.
 - f. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
 - g. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.

- h. Be flexible and willing to change routine. Some work assignments may be reassigned and other duties may be assigned as necessary.
- i. Be willing to cooperate with 4Campfire Council members and volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- j. Turn in all assigned paperwork, thoroughly complete and on time.
- k. Manage personal time off in accordance with camp policy.
- l. Use thoughtful and mature judgment.
- m. Consistently and completely perform responsibilities of the position in an independent manner.
- n. Inform the Director or Assistant Director of problems or unusual activities that pertain to camp.
- o. When requested by the Director or Assistant Director performs tasks required for the successful operation of the camp.

Supervision: This person is under the direct supervision of the Assistant Director.

Essential Functions:

- a. Must be able to assist campers in an emergency, (fire, evacuation, illness or injury), and possess strength and endurance required to maintain constant supervision of campers.
- b. Must have the ability to communicate and work with groups participating, (age and skill levels), and provide necessary instructions to campers.
- c. Must have the abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior management techniques.
- d. Must have the ability to supervise staff and address staff and or camper situations as they arise.
- e. Must have visual and auditory ability to identify and respond to environmental and other hazards