



Job Title: Arts & Crafts Coordinator (*Program Staff*)

Classification: Nonexempt (*Seasonal*)

Position Purpose: To develop and deliver 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 area and related equipment and supplies. The Arts & Crafts Coordinator will be assigned to serve as a cabin counselor.

Essential Job Functions:

1. Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers.
 - a. Plan activities and crafts that meet camp outcomes and the abilities of the campers.
 - b. Evaluate abilities of campers and staff.
 - c. 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.
 - d. Evaluate the success of the arts and crafts program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - a. Assist in the implementation of staff training for arts and crafts.
 - b. Train other staff in their responsibilities at the arts and crafts range.
 - c. Ensure campers and staff follow safety procedures.
 - d. Assist counselors with the development of art kits for use by cabins and for special events.
3. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area.
 - a. Maintain the arts and crafts equipment, including leather-working supplies, paint pens, leather name tags, and more.
 - b. Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
 - c. Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - d. Clean arts and crafts area, keeping it free of hazards and debris.
4. Serve as a Cabin Counselor.

Physical Aspects of the Position:

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.



4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. 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.

Other Job Duties:

1. Participate enthusiastically in all camp activities and assist the Program Director when needed.
2. Model a positive attitude and Christ centered life to the staff, volunteers, and CITs.
3. Additional duties as assigned.

Must be willing to live in a camp setting and work irregular hours delivering programs in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.

The Arts & Crafts Coordinator will serve as a member of program staff and as a cabin counselor.