



DATE: April 2021

JOB TITLE: Assistant Arts and Crafts Specialist

REPORTS TO: Head of Arts & Crafts

STATUS: Seasonal

Length of Position:

- Orientation
 - Sunday, June 13th
 - Wednesday, June 23rd
 - Thursday, June 24th
- Camp dates
 - June 28th to August 13th

Qualifications

- Experience at summer camp or similar environment preferred
- High School diploma or equivalent required; college credits and formal or informal arts experience preferred
- Minimum of one year of experience working with youth, specifically in the area of Art
- Willingness to follow / give directions and work as a team member
- Strong leadership and organization skills
- Willingness to work as a part of a team
- Willingness to ask for assistance when needed or desired

Responsibilities:

- Assist head of Arts in creating a seven-week curriculum focusing on hands on arts & crafts projects. Activities will be outside.
- Create and lead activities for children in 4 to 13
- Work with Head of Arts to create weekly schedule and divide up bunks
- Assist head of Arts in supply management.
- Daily clean up of arts and crafts program area and art room
- Plan activities and events that are exciting, challenging and value based.
- Work cooperatively with camp leadership, counselors and other departments.
- Perform specific scheduled assignments, including but not limited to swimming, lunch duty and arrival and/or departure.
- Keep immediate supervisor informed daily of any concerns or problems concerning campers and facilities.
- Be a consistent role model for campers.
- Ensure that facility is kept clean and safe, so that children are in a safe and comfortable environment.
- Ensure that campers know and follow safety procedures during camp programs.
- Attend pre-camp staff training.