

Camp Arbutus Hayo-Went-Ha Arts and Crafts Director Job Description

Desired Qualifications

- * Training and experience in creative arts
- * Training and experience in working with children
- * Ability to set up demonstration area and program, and to teach skills to staff and campers of all ages
- * Ability to supervise staff, assist with scheduling assignments and order supplies and equipment
- * Enthusiasm, sense of humor, patience and self-control
- * Current CPR and first aid certifications
- * Desire to work and live in a camp community

Responsible to
Program Director

General Responsibilities

To plan, direct and supervise the camps creative arts program.

Specific Responsibilities

1. Set up arts and crafts area during staff training.
2. Teach staff their responsibilities in the program activity during staff training.
3. Teach and monitor proper use of equipment.
4. Conduct inventory of program supplies and place orders when necessary, ensuring timely arrival of supplies
5. Conduct daily check of program area and equipment for safety, cleanliness and good repair.
6. Work with the Program director and post schedules for activities in advance to allow staff preparation time.
7. Assist with overall camp activities regarding creative arts (skit nights, super Saturdays etc.).
8. Keep accident/incident reports that can be used for risk-management assessment
9. Prepare a summary and evaluation of the arts and crafts program at the end of the season and make recommendations for the following season
10. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The Arts and Crafts Director needs to communicate effectively to enforce safety regulations; lift/assist needed equipment; use telephone for ordering; observe and assess unsatisfactory activities or inappropriate teaching of an activity. (Taking into account safety, location etc.).