

Kingston's Camp

Job Description

Job Title: **Activities Counselor: Arts and Crafts**
Reports to: Camp Director, Program Director, Head Counselor
Classification: Seasonal, at will employee

Position Purpose:

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.

Essential Job Functions:

1. Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers that align with the camp mission.
 - ◇ 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.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - ◇ Assist in the implementation of staff training for arts and crafts.
 - ◇ Communicate to other staff their responsibilities when supporting campers during activities.
 - ◇ Ensure campers and staff follow safety procedures.
3. 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 organization of materials, discussing with Program Director and/or Camp Director materials needed.
 - ◇ Ensure the security of the arts and crafts equipment and supplies, including clearing out old 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.

Other Job Duties:

- ◇ Participate enthusiastically in all camp activities, planning and leading those as assigned.
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- ◇ Participate as a member of the camp staff during periods when not actively leading an activity.
- ◇ Run activities other than as needed such as games or quiet activities.
- ◇ Provide supervision and support of campers during activities such as lunch or free swim.
- ◇ Assist in the planning and attendance of any special events including evening camp functions.
- ◇ Supervise and delegate age and skill appropriate tasks to CITs

Relationships:

The Arts and Crafts Counselor will be responsible for their own morning daily programming, but will collaborate with the other activity counselors during special events such as all camp activities and

support the other activity counselors when not actively leading an activity. The Arts and Crafts Counselor will be in contact with and report to the Program Director or Camp Director with any concerns about the facility, their equipment, their program, or any general camp related issues. The Games and Activities Counselor will have clear and consistent communication with the Junior Counselors to facilitate groupings and daily rotations of campers.

Equipment Used:

Paint, clay, scissors, drawing materials, felt, weaving and bracelet materials.

Qualifications *(Minimum qualifications and experience)*

- ◇ Documented experience in running arts and craft activities for children.
- ◇ Current certification in first aid and CPR.
- ◇ Must be **18 years old** prior to the camp start date.
- ◇ Previous experience working with children and/or camps encouraged.

Knowledge Skills and Abilities:

- ◇ Training and experience in teaching arts and crafts to children.
- ◇ Desire and ability to work with children outdoors in varied conditions.
- ◇ Experience in designing and making decorations and costumes for special events.

Physical Aspects of the Position:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ 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.
- ◇ *Physical requirements include standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to make projects and assist campers.*
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Operate with daily exposure to the sun and heat and other environmental conditions.
- ◇ Written skills to be able to manage lesson plans