



Eagle Island, Inc.

Job Description

Job Title: Arts and Crafts Specialist
Location: Eagle Island Camp, Upper Saranac Lake, New York
Reports to: Camp Director
Classification: Exempt
Salary: \$435/week for 9 weeks
Housing and Meals included

Members of the Black, Indigenous, People of Color, and underserved communities are encouraged to apply.

Position Purpose: The Arts & Crafts Specialist will plan and facilitate fun crafting activities for campers while working to ensure social and physical safety. This position will work with the Program Team to plan and facilitate a good balance of activity options throughout the day.

Responsibilities: The Arts and Crafts Specialist is responsible for the overall supervision and programming of arts & crafts activities and areas

1. Planning and facilitating arts & crafts activities
 - ◇ Organize and plan out a variety of activities, taking camper feedback and interests into account
 - ◇ Develop lesson plans for arts and crafts, incorporating the Eagle Island mission statement
 - ◇ Utilize the various supplies available on Eagle Island to engage campers and staff
 - ◇ Plan out activities that can be run by Grove staff during downtime
 - ◇ Create supply lists for purchases staying within a budget
 - ◇ Supervise clean-up of assigned program areas
 - ◇ Ensure safety rules and procedures are followed
2. Camper supervision
 - ◇ Foster a spirit of cooperation and team building within the small group
 - ◇ Be aware of the ongoing medical needs of campers
 - ◇ See that campers maintain good health habits
 - ◇ Ensure campers and staff follow safety procedures
 - ◇ Be prepared to enact written emergency procedures in the event of an accident or illness
3. Participation in the Camp Community
 - ◇ Take responsibility for the use and care of camp-owned equipment and facilities
 - ◇ Keep records and make reports as requested

- ◇ Participate in required pre-camp training
- ◇ Participate in post-camp clean-up, inventory and evaluation
- ◇ Maintain excellent communication with the campers, parents and staff
- ◇ Perform other duties as assigned by the camp director or program experience member of leadership

Qualifications

- ◇ Must be over the age of 18 by the start of camp.
- ◇ A belief in, adherence to, and willingness to promote the mission of the Eagle Island Camp
- ◇ Willingness and ability to share skills and traditions, and to learn new skills and philosophies.
- ◇ Maturity, strong leadership qualities, and good judgment.
- ◇ Acceptance and appreciation of all the people and the ability to live and work with children and adults of various backgrounds, life experiences and identities
- ◇ Excellent communication skills, and a willingness to work as part of an effective camp staff team
- ◇ Interest in learning outdoor activities such as sailing, canoeing, kayaking, hiking, camping, nature study, games, and crafts

Physical Aspects of the Position

- ◇ Visual and/or auditory ability to identify and respond to environmental and other hazards related to working outdoors
- ◇ 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. (will be trained in first aid)
- ◇ Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- ◇ Ability to traverse varying terrain, from flat to hilly, while moving between activities.
- ◇ Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.