

## POSITION DESCRIPTION

**Position Title:** Arts and Crafts Specialist

**Date:** February 2004

**Reports To:** Program Coordinator

**General Function:** The Arts and Crafts Specialist leads the morning arts and crafts program, develops a progressive/age-appropriate crafts program, and manages the operation of the arts and crafts center. As a member of the program staff, he/she participates in the planning and leading of all-camp activities.

**Requirements:** The Arts and Crafts Specialist must be at least 18 years of age, and must have graduated from high school at least one year before employment begins. Prior experience in leading arts and crafts activities for children is important. It is also very important that the Arts and Crafts Specialist be a person of integrity who is able to serve as a positive role model to youth. To properly support the mission and values of the camp, she/he must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Because each staff member lives and works closely with the members of the staff community, it is important that the Arts and Crafts Specialist is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The incumbent must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment.

### **Principal Activities:**

- Lead daily morning arts and crafts program; develop a progressive/age-appropriate program
- Offer a craft option during daily afternoon camper “choice” periods
- Clean and maintain arts and crafts center on a daily basis; order supplies as needed
- Assist program staff in leading evening activities and other all-camp activities
- Provide counseling staff with craft activity ideas and supplies
- Serve as a “co-pilot” for a cabin group; sit with them at meals and attend evening activities with them
- On a rotating basis, supervise daily camper free time
- Prepare awards for campers who participate in the morning arts and crafts program
- Assist with Sunday camper registration
- After Friday camper departure, participate in the cleaning of cabins, bathrooms, and common areas
- Attend daily staff meetings
- As needed, temporarily supervise campers in the absence of their counselor
- Update Arts and Crafts Program Manual as needed
- Play with campers!!

**Essential Functions:**

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision