

Camp El-O-Win

Job Description

Job Title: Program Specialist Arts and Crafts/Nature

Classification: Nonexempt (Seasonal)

Reports to: Assistant Camp Director

Position Purpose:

To further the mission of the camp through the development and delivery of arts and crafts and nature 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 arts and crafts activities that are appropriate for the age, ability and interest of the campers
 - Write program plans that meet camp outcomes and the abilities of the campers.
 - 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. Develop and deliver nature activities that are appropriate for the age, ability and interest of the campers
 - Write program plans that meet camp outcomes and the abilities of the campers.
 - Design and deliver nature activities focusing on environmental studies with topics such as geology and soils, plant adaptations, wildlife habitat, basic astronomy, water studies, animal science, and natural history.
 - Evaluate the success of the nature program.
3. Ensure that camp staff and campers know and follow safety and educational procedures
 - Assist in the implementation of staff training for arts and crafts and nature.
 - Ensure campers and staff follow safety procedures.
 - Assist counselors with the development of art kits for use by cabins and for special events.
4. Assist in the management and care of the physical facilities and equipment in the program areas:
 - Maintain the equipment, including leather tools, potter's wheel, glue guns, painting supplies, soldering irons, river exploration equipment, telescope, microscope, etc. Ensure the security of the arts and crafts equipment and supplies, including clear 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/nature area, keeping it free of hazards and debris.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events especially in the areas of decorations and costumes.

Equipment Used:

Leather tools, potter's wheel, glue guns, painting supplies, soldering irons, paper cutters, looms, non-perishable equipment.

Bug boxes, river sieves, binoculars, etc

Qualifications

- Documented experience in arts and crafts/nature instruction or documented training and experience.
- Desire and ability to work with children outdoors.
- Must submit required employment forms prior to the first day of camp

Knowledge Skills and Abilities:

- Training and experience in teaching arts and crafts/nature oriented activities 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: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Ability to lift 30 – 50 pounds. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.