

Arts & Crafts Instructors
Responsible to Camp Co-directors

Qualifications:

1. Pass a formal background and personal references check
2. Adult 18 years or older
3. Genuine interest in working with children and youth in arts & crafts context
4. Emotional maturity, good moral character, patience, flexibility, and integrity
5. Experience working with children's and youth arts/crafts related context
6. Knowledge of age-appropriateness and abilities needed for art activities

General Responsibilities:

1. Attend staff training and orientation for new or returning staff members as it applies to applicant
2. Submit to camp co-directors for approval a list and brief description of proposed arts & crafts projects at least three months prior to beginning of camp
3. Following approval, create packet providing visual description and instructions for all activities
4. Develop and plan projects based upon budgetary resources allocated by St. Eugene's Camp and donated materials that may be available
5. Identify and coordinate procurement of supplies and materials needed for each camper to successfully complete each project
6. Organize and teach daily arts & crafts activities that are age-appropriate for each cabin group (May include the possibility of evening sessions)
7. Train, orient and oversee arts & crafts assistants who may be required for projects (Notify camp co-directors of approximate number of assistants needed and when.)
8. Set up room and prep materials as needed for each activity; clean-up and organize room at the end of each session
9. Ensure that any and all potentially toxic or harmful materials (craft glue, glue guns, scissors, exacto knives, etc) are secured away from children
10. Maintain inventory of all supplies and equipment; submit copy to camp co-directors at the end of camp
11. Provide feedback to camp co-directors about projects that worked well, those that did not work, and recommendations for subsequent year

Essential Functions of Job:

1. Auditory and visual ability to respond appropriately to critical incidents
2. Ability to identify need for first aid and medical attention
3. Ability to observe and assess camper behavior for safety and appropriateness in a classroom setting, enforce safety and behavior regulations when applicable (Campers requiring disciplinary action must be referred to camp co-director)
4. Ability to lead activities encouraging all campers to participate and have a successful experience
5. Ability to manage activities within time allotted for arts & crafts on the camp schedule
6. Ability to effectively communicate with children ages 6 through 17
7. Ability to work cooperatively with all staff for the welfare of the camp