

## ARTS AND CRAFTS DIRECTOR JOB DESCRIPTION Summer 2017

The Arts & Crafts Director plans, facilitates, and supervises all creative art-related activities. The arts & crafts director is responsible for maintain the Arts & Crafts building and supplies. This is a Support Staff position. The Arts and Crafts Director is responsible to the Head Counselor and to the Summer Camp Coordinator.

Specific responsibilities and duties of the Arts & Crafts Director are as follows:

- serve as a model of sacramental ministry to all campers and other staff
- provide feedback and assessment for staff members and summer camp program
- act as a role model and leader for the other Summer Staff members
- fulfill Support Staff role by partnering with/relieving Cabin Counselors
- fulfill Support Staff role by assisting with and participating in program activities and small groups (if/when schedule allows)
- fulfill Support Staff role by doing KP, pushing dishes, staffing canteen, helping with Pasture Party, and other tasks that fall within the scope of the Support Staff position
- make an Arts & Crafts Plan prior to pre-camp
- correspond with Session Directors as needed (during session) to discuss/facilitate/implement arts & crafts-related aspects of program
- present the Arts & Crafts plan to the staff during pre-camp; respond to questions, comments and suggestions and adjust as needed
- inventory all materials and supplies at the beginning of the summer and work with Summer Camp Coordinator to purchase necessary supplies throughout the summer
- design and facilitate age-appropriate arts and crafts activities, in a variety of mediums, for each afternoon activity period, making use of the camp environment when possible (i.e. working "on location" at the dam or St. Christopher's)
- maintain the arts and crafts building (inside and out), storage areas and bathrooms , keeping them organized and clean
- clean and inventory supplies after each session
- organize and distribute name-tag baskets for cabin counselors for each session
- vigilantly ensure the safety and well-being of campers while under his/her watch
- other tasks as deemed appropriate for the scope of the position

The Arts & Crafts Director needs to be able to:

- be organized and manage details
- be friendly and welcoming to all campers in the arts & crafts area
- be a teacher, a leader, and provide positive feedback to campers on projects
- be consistently enthusiastic about arts & crafts projects