

Camp Kudzu
Job Description

Job Title: **Program Specialist: Arts & Crafts**
Classification: *Volunteer*
Reports to: Activities Director

Position Purpose:

To further the mission of the camp through the development and delivery of arts & crafts activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management to the physical operation of the arts & crafts equipment and facilities.

Essential Job Functions:

1. Develop and deliver an arts & crafts program that is appropriate for the age and ability of the campers
 - ◆ Create lesson plans that meet camp outcomes and the abilities of the campers.
 - ◆ Evaluate abilities of campers and staff.
 - ◆ Deliver progressive arts & crafts activities including but not limited to tie dye, beading, and other artistic skill development, etc.
 - ◆ Evaluate the success of the arts & crafts program including suggestions for improvement.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ◆ Assist in the implementation of staff training for arts & crafts.
 - ◆ Train other staff in their responsibilities when at arts & crafts.
 - ◆ Ensure campers and staff follows safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the arts & crafts program area
 - ◆ Maintain the arts & crafts equipment including paint, beads, etc.
 - ◆ Ensure the security of the arts & crafts equipment when not in use.
 - ◆ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ◆ Clean equipment on a set schedule.

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.
- ◆ Willingness to help other staff, specifically cabin counselors when they need breaks by staying with their campers on a schedule that will be provided. This may include the period immediately following lunch called "shoes off" as well as immediately following the evening activity.

Equipment Used:

Camp Kudzu will provide all appropriate equipment, however staff should feel free to bring specialized arts & crafts equipment if appropriate.

Qualifications

- ◆ Experience in arts & crafts and/or experience in teaching arts & crafts.

Knowledge Skills and Abilities:

- ◆ Training and experience in teaching arts & crafts to children helpful but not required.
- ◆ Experience in setting up, securing, and maintaining arts & crafts equipment.

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, and assess its appropriateness
- ◆ Ability to enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Ability to observe staff behavior, and assess its appropriateness
- ◆ Ability to 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 of the arts & crafts position- endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment and demonstrate arts & crafts activities.
- ◆ Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program.
- ◆ Willingness to live in a camp setting and work irregular hours delivering program in the facility available.