

FAMILY YMCA OF MARION AND POLK COUNTIES
JOB DESCRIPTION
YMCA CAMP GREIDER



JOB TITLE: Arts and Crafts Director
REPORTS TO: Camp Director
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping
SALARY: \$250/wk

GENERAL FUNCTION

The Arts and Crafts Director is responsible for the development and implementation of arts and crafts programming. The Arts and Crafts Director will work with other program staff to plan and lead camp activities and function as a resource to support the development of both staff and campers.

ENTRY REQUIRMENTS AND TRAINING

- Age 21 or over by June 1 preferred.
- Two years of college or equivalent in camping experience.
- Skilled at creating arts and crafts activities to support weekly themes.
- Prior leadership with groups of children at camps, youth groups, community groups.
- Supervisory experience, especially with one's peers, preferred.
- Possess desire and ability to work with children.
- Ability to understand the needs of campers and place campers' needs and camp's needs ahead of personal needs.
- Ability to relate effectively to one's peers, supervisors, and children.
- Ability to work in outdoor environment and display an appreciation of the arts and creative expression to campers.
- Possess flexibility, maturity, and the ability to work with minimal supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.

PRINCIPAL ACTIVITIES

- Work with the Camp Director and program staff to develop and facilitate staff training.
- Responsible for arts and crafts programming and camp cooking skill groups for each themed week.
- Assist in supervising staff during camp programs. Provide ongoing coaching, feedback, and support to staff.
- Communicate with the Program Director and Camp Director on a daily basis about the needs of staff and campers.
- Work to seek solutions to improve camp and camp programming.
- Serve as a good role model of appropriate camp behavior for staff and campers.
- Assume responsibility for the health, and safety of campers under their supervision.
- Provide coverage for cabin groups as needed during A&C or cooking activities.
- Provide breaks for counseling staff as needed.
- Communicate with parents at check-in and check-out or as needed.

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WORKING CONDITIONS

- Transportation from the YMCA to Camp Greider and back is provided daily.
- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess ability to respond to critical incidents and to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work outdoors in varying weather conditions (rain, heat, etc.).
- Able to work long hours, which may include some evenings and weekends.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____