

FAMILY YMCA OF MARION AND POLK COUNTIES
JOB DESCRIPTION
YMCA CAMP SILVER CREEK



JOB TITLE: Arts & Crafts Director
REPORTS TO: Program Director
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping

GENERAL FUNCTION

The Arts and Crafts Director is responsible for planning and leading arts and craft activities and other camp activities as well as guiding campers in their personal growth and daily living skills in an overnight camp setting.

ENTRY REQUIRMENTS AND TRAINING

- Age 18 or over by June 1.
- Prior leadership with groups of children at camps, youth groups, community groups.
- Posses desire and ability for working 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 effectively.
- Find enjoyment in outdoor living and have an appreciation and understanding of the natural environment.
- Possess flexibility, maturity, and the ability to accept supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.

PRINCIPAL ACTIVITIES

- Prepares and implements arts and crafts programs for skill groups, choice time, cabin group time.
- Works with the Program Director to order supplies and track inventory.
- Maintains organization and cleanliness in arts and crafts lodge.
- Oversee staff assisting in arts and crafts and provide clear direction.
- Assume responsibility for interpreting the camp rules to the campers and guiding camper behavior.
- Serve as a good role model for camp behavior, especially in areas of: safety, communication, language use.
- Provide vigilant supervision of campers at all times with the health, welfare, and safety of campers as a first consideration.
- Participate enthusiastically in the planning and implementing of camp programming.

WORKING CONDITIONS

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability 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 long hours including nights and weekends.
- Able to work outdoors in varying weather conditions (rain, heat, etc) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.

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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: _____