



Arts and Crafts Specialist Position Description

Position Title: Arts and Crafts Specialist

Reports To: Seasonal Supervisor

Status: Seasonal, Non-Exempt

Salary: \$250-\$325 per week

Position Summary

The Arts and Crafts Specialist is responsible for developing and implementing the arts and crafts program. The Arts and Crafts Specialist is responsible for supervising all craft programming and maintaining the Arts and Crafts Center.

Major Responsibilities

- Responsible for planning, organizing and the execution of arts & crafts program for all age groups.
- Responsible for teaching and leading arts and crafts projects at camp.
- Responsible for training, orientating and overseeing arts and crafts helpers.
- Responsible for inventorying supplies at the end of the week in order to determine what will be required for the next session.
- Responsible for preparation and clean-up of arts and craft classes.
- Responsible for making sure that the craft room is kept and left neat and clean, with all appropriate items locked away at the end of the day. (i.e.: scissors, exactor- knives, etc.)
- Works with camp leadership team to coordinate crafts activities with total camp operation.
- Develop and implement safe and appropriate nature activities for a variety of ages and abilities.
- Advises, consults with and instructs other staff in the carrying out of crafts activities.
- Maintains records and prepares reports as requested.
- Other duties as assigned by the Outdoor Experience Manager or designee

Additional Accountabilities

- Participates in general camp activities
- Participates in staff team efforts, displaying a positive and cooperative attitude
- Ability to communicate with staff, campers and parents with diplomacy and tact
- Demonstrated leadership and teaching skills
- Actively supports all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
- Maintains strict confidentiality when handling sensitive information

- Attends all administrative meetings as needed
- Continually seeks and accepts opportunities for personal and professional growth
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences
- Responds to all emergency and crisis situations quickly and calmly

Requirements

- Minimum age of 18
- Background in arts and crafts
- Experience working with youth
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- Belief in the purpose and value of Girl Scouting; must be an active member of Girl Scouts or become a member upon acceptance of position

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching
- Moderate lifting (up to 50 pounds)
- Walking on uneven terrain, up and down hills for distances up to 1/2 mile multiple times each day
- Endurance to meet emergency needs
- Ability to live in a camp setting and work irregular hours
- Ability to tolerate daily exposure to the sun, heat and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____