



## **Arts & Crafts Specialist Position Description**

**Position Title:** Arts & Crafts Specialist

**Reports To:** Program Coordinator

**Status:** Seasonal, Exempt

**Salary:** Starts at \$325/week; paid bi-weekly

**Dates:** June 8, 2026 – August 1, 2026

### **About Our Program**

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

### **Position Summary**

The Arts & Crafts Specialist is responsible for developing and implementing all arts and crafts programming at camp. They will create, facilitate and supervise age-appropriate arts and crafts for each theme week of camp. This position must possess the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities, with special attention to safety. The Art & Crafts Specialist is also responsible for maintaining the Arts & Crafts Center, as well as inventorying and requesting supplies as needed. The Arts & Crafts Specialist will report to the Program Coordinator and work closely with them to ensure we are conducting safe and high-quality programming at all times. When not conducting arts & crafts programming, this role will serve as a Unit Counselor.

### **Major Responsibilities**

- Develop and implement creative arts and crafts activities for each theme week of camp, adapting programs for all ages.
- Inventory arts & crafts supplies and request supplies as needed.
- Maintain cleanliness and organization of the arts & crafts room.
- Assist with the development and implementation of other staff training topics, as needed.
- Live in unit with campers and assist with nighttime supervision
- Serve as a guide, mentor and role model to campers and staff.
- Fill in for unit staff, as needed.

- Other duties as assigned.

### **Additional Accountabilities**

- Actively support all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and campers.
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seek to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensure that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner.
- Maintain strict confidentiality when handling sensitive information.
- Continually seek and accept opportunities for personal and professional growth.
- Ensure that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences; actively support and promote the camp's commitment to diversity and inclusion.
- Respond to all emergency and crisis situations quickly and calmly.

### **Requirements**

- Staff member must be at least 18 years old.
- At least two years of work experience working with youth, preferably in a resident camp setting.
- Skill in a variety of arts and crafts mediums
- Skilled in teaching art and craft mediums
- Must successfully pass a criminal background check.
- Current First Aid/CPR certification, or ability to obtain certification.
- Must have the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities.
- Passion for working with youth.
- Possess a love of being outdoors and willing to work outdoors in the heat, humidity and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet or air conditioning).
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.
- Strong commitment to diversity, equity and inclusion.
- Ability to communicate with staff, campers and parents with diplomacy and tact.

### **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;
- Tolerance for working at heights exceeding 15 feet;

- 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 are 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.