

Arts and Crafts Coordinator

General: (for all Coordinators)

Coordinators will have a high degree of maturity and specific skills in their area of responsibility.

Coordinators will work under the supervision of the Camp Director.

Coordinators along with the Camp Director and Assistant Director will be responsible for setting the camp climate, working with other staff and campers and carry out the Camp program in an exciting and innovative ways.

Coordinators will provide weekly lesson plans, which are age appropriate, to the Camp Director at the start of each camping week.

Coordinators have an important role for campers to have a successful camping experience. They are closely involved in all Camp activities, participating, supervising, assisting campers and staff and serving as a positive role model.

General description of capacities and duties required for Coordinators:

- To live in a Christian community which encourages staff and campers to grow in their understanding of God, Jesus Christ and the Holy Spirit.
- Willing to work as part of a team with other staff members.
- Serve as a positive role model to other staff and campers by participating in and leading activities.
- Has an ability and desire to work with children and youth.
- Takes responsibility for, planning, and carrying out daily camp activities as assigned.
- Is accountable to the Camp Director.
- Will attend and assist in staff training.
- Willing to work with the counselors-in-training.
- To be proactive in preventing bullying and ensuring camper safety. Responding immediately to any incidents among campers.
- To lead campers in the daily clean up of camp ie. Cabins, other buildings, grounds....
- Sleep in an assigned cabin with campers.
- Complete assigned clean up duties at the end of each Camp.
- Ensure personal items, equipment and assigned area in a cabin or in the lodge is at all times kept in a clean, neat and orderly manner.
- Other duties as required.

Particular duties relating to each camping season:

- At the beginning of each season, the director, assistant director, and staffing committee will determine how specific duties may be assigned or divided among staff, based on training, interest, and need.

Purpose:

- The purpose of the Arts and Crafts Program is to provide an opportunity for campers to give expression to and explore the themes of Christian Development Curriculum during the daily Arts and Crafts rotation.

Specific Duties include:

- Work under the supervision of the Camp Director.
- Attend pre-camp training and events.
- Leads the Arts & Crafts rotation.
- Keep an inventory of Arts and Crafts supplies and let the Director know when more supplies are needed.
- Ensure that all equipment, the grounds, and/or rooms used during the Arts and Craft program are properly cleaned, returned to their proper place and stored daily.
- Seeks to find ways in which Arts and Crafts can contribute to general program life of the Camp: music, drama, special events, etc.
- To complete incident reports as soon as possible.
- Make a complete inventory at the end of Camp and make recommendations regarding the purchasing of needed equipment.

Qualifications:

- Skill in teaching children Arts and Crafts.
- Must have a completed First Aid certificate by July 1, 2017,
- Be able to administer basic first aid,
- To work in relationship with vulnerable individuals who are under the age of consent,
- To have a level 2 Police check by July 1, 2017.

Other:

- Will be evaluated at mid and end of season by the designated Board representation.