

# ARTS & CRAFTS SPECIALIST – JOB DESCRIPTION

The Arts and Crafts Specialist (ACS) is responsible for developing, facilitating, and overseeing Camp Tekoa's Arts & Crafts programs for Elementary, Middle and High School campers, including the supervision, guidance, and direction of Family Group Leaders in the Arts and Crafts area. The Arts and Crafts Specialist reports to the Executive Director and Assistant Director.

## Responsibilities

1. Attend trainings and weekly staff meetings.
2. Develop and facilitate A&C programs for Tekoa's Elementary, Middle and High School campers.
3. Supervise and direct all staff and volunteers assigned to work/help in the A&C program.
4. Manage budget, maintain and stock all A&C program equipment and supplies.
5. Assist with Sunday resident camp check-in.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Abide by all camp policies and covenant agreement.
8. Responsible for health and well-being of self and campers.
9. Perform all other duties and roles assigned by the Executive Director or Assistant Director.

## Specific Duties

1. Attend trainings and weekly staff meetings.
  - ACS must attend the two week senior staff training.
  - It takes multiple staff and resources to train the seasonal summer staff. The ACS is one of those resources. The ACS is to work in conjunction with the Executive Director, Assistant Director and PAs to effectively guide Tekoa's Senior Staff training.
  - Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. The ACS must be present and on time.
  - The ACS is required to attend all in-service trainings that pertain to the ACS summer role.
2. Develop and facilitate A&C programs for Tekoa's Elementary, Middle and High School campers.
  - Come up with A&C activities for each family group, each week of the summer.
  - Prepare for each family group prior to their A&C time.
  - Clean the A&C area after each family group departs.
  - Coordinates any special programs, and develops program ideas (4<sup>th</sup> of July A&C activity).
3. Supervise and direct all staff and volunteers assigned to work/help in the A&C program.
  - On occasion, CITs or Staff Assistants will be assigned to assist in the A&C area.
  - One family group leader is required to stay in A&C with their family group. Their responsibility is to assist their campers with their A&C projects.
4. Manage budget, maintain and stock all A&C program equipment and supplies.
  - Consult with the Assistant Director or Maintenance Director of any equipment orders, needs, or repairs.
  - Maintain an inventory list, as to know what needs to be ordered throughout the summer.
  - Maintain and clean the program equipment spaces including the gravel parking area in front of the A&C area.
5. Assist with Sunday resident camp check-in.
  - The ACS is to assist the Administrative Assistant, Executive Director, and Assistant Director with camper check-in responsibilities.
6. Practice and enforce all camp safety regulations and emergency procedures.
  - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
7. Abide by all camp policies and covenant agreement.
  - Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
8. Responsible for health and well-being of self and campers.
  - The ACS is responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications. The ACS is also responsible for communicating with the Executive Director or Assistant Director when they need breaks.
9. Perform all other duties and roles assigned by the Executive Director or Assistant Director.
  - ACS may be asked to help perform cabin inspections.
  - Because this role is a support staff role, things come up. Be flexible!