



Job Description & Expectations – Head of Arts & Crafts

Requirements

- Knowledge of a wide variety of Arts & Crafts activities including pottery & woodworking tools
- Experience teaching/leading activities
- Ability to manage small staff team and group of up to 40 campers at a time
- Ability to work independently
- Strong organizational skills

Job Description

- Modify and implement program for all campers at arts & crafts. Levels should be developed for all ages of campers. Program should be built for entire month ahead (EG - June 29th – tie-dye, June 30th – paper Mache, July 1st – Bracelet Making). Variety of program is essential. Arts & Crafts program Calendar must be given to Program Directors each month before session.
- Marketing of arts & crafts program to rest of camp. Give news stories for Oak Tree news, art exhibits etc. to put arts & crafts on the camp radar.
- Program planning for double periods to ensure their effectiveness is maximized.
- Ensure staff are actively teaching all activity periods (EG –engagement of campers, skill development).
- Arts & Crafts is kept clean, organized at all times.
- Ensure accurate record keeping of all arts & crafts levels, and submit to program director at the end of each session.
- Provide feedback to all staff, including informal and bi-weekly reviews. Staff skill development should also be a priority (focus on developing skill of staff)
- Written evaluations for both LIT 1's and LIT 2's every 2 weeks.
- Constant inventory updates to program director so that supplies can be ordered in time to maximize quality of program.
- Assist with Special Programs as needed in creation of props, signs, and whatever is needed to create a memorable program.
- End of year inventory & wish list for follow.