

Job Title: Arts & Crafts Specialist for Silver Lake Camp and Retreat Center

Reports to: Program Coordinator for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Salary: \$2000 stipend

Housing: Included

Dates of Contract: June 20-August 25, 2024

Position Purpose:

Create and document Arts & Crafts programs that are stimulating, allow for individual creativity using found or natural materials, support the themes and goals of the summer programs, and are age appropriate. Potential to serve as an overnight cabin counselor. Provide program support for games and night activities as scheduled.

Essential Job Functions:

1. Develop and deliver arts and crafts programs that are appropriate for the age and ability of the campers
 - ◆ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ◆ Evaluate the abilities of campers and staff.
 - ◆ Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp's natural environment, and use the art resources most efficiently.
 - ◆ Evaluate the success of the arts and crafts program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - ◆ Assist in the implementation of staff training for arts and crafts.
 - ◆ Train other staff in their responsibilities at the arts and crafts range.
 - ◆ Ensure campers and staff follow safety procedures.
 - ◆ Assist Deans and Counselors with art supply requests.
3. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
 - ◆ Maintain the arts and crafts equipment, including the Art Grotto and kiln.
 - ◆ Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
 - ◆ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ◆ Clean arts and crafts area, keeping it free of hazards and debris.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events, especially in the areas of decorations and costumes.
- ◆ Potential to serve as an overnight cabin counselor.
- ◆ Other duties as assigned.

Relationships:

The Arts & Crafts Specialist works closely with the Program Coordinator and the volunteer Deans to deliver arts & crafts programs to campers. The Arts & Crafts Specialist works with the Program Staff to support the summer conference program.

Equipment Used:

- ◆ Art supplies, which could include, but is not limited to, paint, glue, wood working tools, engraving tools, stained glass materials, tie-dye, scissors, knives.
- ◆ Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies.
- ◆ Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers

Qualifications:

- ◆ Age 18 or older
- ◆ Experience leading programs and activities with young people
- ◆ Experience working in a variety of artistic mediums
- ◆ First Aid/CPR certification, or ability to obtain

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.