Grier Summer
Job Description

Job Title: Arts and Crafts Instructor
Reports to: Arts and Crafts Program Supervisor and Co-Directors

Position Purpose:
To further the mission of the camp through the development and delivery of arts and crafts activities that are safe, fun, and appropriate to the campers’ age and abilities. Assist in the management of the arts and crafts building and related equipment and supplies.

Essential Job Functions:
1. Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers
   - Write fun and challenging lesson plans prior to campers’ arrival that meet camp outcomes and the abilities of the campers.
   - Plan activities based on the campers age and skill level that include projects that are fun and worthwhile to take home.
   - Evaluate 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 and make suggestions for improvement.
   - Teach three to four 90 minute classes five days per week.

2. Ensure that camp staff and campers know and follow safety and educational procedures
   - Train other staff in their responsibilities at the arts and crafts range.
   - Ensure that campers and staff follow safety procedures.
   - Assist counselors with the development of art kits for use for special events.

3. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
   - Organize arts facility prior to campers’ arrival.
   - Maintain the arts and crafts equipment.
   - 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.

Relationships:
Instructors must have positive working relationships with counselors, kitchen staff, program supervisors, business, and maintenance staff. May be asked to work with visiting or guest artists.

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Qualifications:

- Documented experience in arts and crafts instruction or documented training and experience.
- Must be 18 years of age, high school graduate, and preferably at least one year of college coursework.
- Must be able to obtain or become certified in First Aid/CPR.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels and be a positive role model for all campers, staff, and guests.

Knowledge Skills and Abilities:

- Training and experience in teaching arts and crafts to children.
- Desire and ability to work with children outdoors in varied conditions.
- Experience in designing and making decorations and costumes for special events.
- Experience in operating kilns. (For Ceramics Instructor only)
- Ability to effectively instruct campers.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical 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.

Some physical requirements of an arts and crafts position could be endurance including standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to make projects and assist campers. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the art facility available.