



CAMP MORaine

PROGRAM DIRECTOR – A&C JOB DESCRIPTION

Overview:

- The program is flexible according to the creative talents of the Director(s) that year and the rest of the Arts & Crafts staff.
- Arts & Crafts allows for creativity and imagination in each camper and should utilize a minimum of 'kits' and a maximum individual creativity.
- The Arts & Crafts Director reports to the Summer Directors.

Objectives:

- Provide age-appropriate, fun craft projects for the campers
- Provide a positive, social, fun, safe environment for all campers
- Bring new craft projects into each session that are exciting for all campers, even those who have been here for 6 summers
- Have some standard 'camp favorites' like TYE-DYE DAY, but incorporate new activities so the multi-week camper has options and does not get bored.

Responsibilities:

- Help staff members become better instructors with both positive and negative feedback in both oral and written evaluations
- Ensure that staff members do not take the same days off, but when absolutely necessary, that these days off don't create safety or supervision concerns in the program area.
- Supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner
- Maintain a clean program area with an organized closet, clean tables and floors, etc.
- Make sure that campers remain active throughout the period
- Maintain safety of staff and campers at all times, especially when working with hazardous chemicals and supplies
- Make sure that the A&C room has no graffiti, or direct writing, painting, sketching on the walls, shelves, tables or anything that is not removable
- Come up with fun, creative, and different projects, preferably that campers can take home with them.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. Record completion of these inspections on the inventory sheet in your program area binder.

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken **quickly** at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide staff with ongoing verbal assessment and end of summer written evaluations.

Things to know:

- As Arts and Crafts Director, you will oversee multiple art focused program areas, including but not limited to; pottery, jewelry making, magic, sewing, wood crafts, cooking and painting. Although each program will have a designated 'director' to oversee the respective program area, you will be responsible for consolidating purchase orders and helping oversee the success of these programs.
- This program area is in high demand for supplies needed for Special Programs, Rainy Days and Camp Wide Activities. Please leave out supplies that staff can use, but lock all other supplies in the closet. Do not give out the lock combination to anyone except the Arts and Crafts staff and make sure they do the same.
- Utilize both outdoor and indoor settings for working on crafts projects!