

CAMP ARTS & CRAFTS SPECIALIST POSITION DESCRIPTION

Position Title: Camp Arts & Crafts Specialist
Personnel Code: Camp Staff

Dept No: 643279
Status: Non-Exempt

Department: Camp
Supervisor: Director JCC Camps

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Camp Goals: The Jewish Community Center of Greater Columbus Day Camp provides children with a variety of experiences and activities to enhance their Jewish identity, create fun and adventure, develop an appreciation and understanding for the outdoors and develop each camper as an individual and as a member of a group.

Position Summary: Plans, directs and supervises the camps' arts & crafts program.

Supervised by JCC Camp Director and/or Unit Head

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** GED/High School Diploma; documented training and experience in visual/fine arts.
2. **Experience - Minimum Required or Preferred:** Ability to set up demonstration area and program and to teach skills in the arts & crafts area to staff and campers of all ages; current first aid and CPR certifications required
3. **Special Skills:** Desire and ability to work with children outdoors; ability to relate to one's peer group, ability to accept guidance and supervision; good character, integrity and adaptability; enthusiasm, sense of humor, patience and self-control; ability to order supplies and equipment.

Essential Functions:

- Ability to communicate and train staff and campers in arts and crafts skills.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Physical strength and ability to be actively involved in activities of instruction.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid.
- Cognitive and communication abilities to plan and conduct the arts & craft activity to achieve camper development.
- Strength and endurance required to maintain constant supervision of campers.
- Ability to assist campers in emergency (fire, evacuation, illness, or injury).

Duties and Responsibilities:

- Set up arts & crafts area(s) during staff training.
- Teach staff their responsibilities in activity during staff training.
- Teach and monitor proper use of equipment.
- Work with supply coordinator to create a check-out and return system for craft supplies.
- Conduct initial and end of season inventory, and store equipment for safety.
- Check equipment and make (or file for) repairs.
- Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
- Write and check all lesson plans that will foster participants' arts & crafts skills.
- Submit orders for equipment and/or supplies when needed, ensuring timely arrival of materials
- Help plan and participate in all camp activities including late nights, overnights and staff meetings.
- Maintain a daily log of area including updating lesson plans and incidents involving campers, staff, equipment and facilities.
- Serve as a counselor to a group of campers as needed.
- Assist in packing all equipment and supplies at end of season. Evaluate current season and make recommendations for equipment, supplies, and program for following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Acknowledgement:

Employee's Signature

Date of Signature