

## **Job Description**

**Position:** Arts & Crafts Counselor

**Reports To:** Campus Director/ Lead Counselor

### **Duties and Responsibilities:**

- Responsible for planning, organizing and the execution of arts & crafts program for all age groups.
- Responsible for teaching and leading arts and crafts projects at camp.
- Responsible for training, orientating and overseeing arts and crafts helpers.
- Responsible for inventorying supplies at the end of the week in order to determine what will be required for the next session.
- Responsible for preparation and clean-up of arts and craft classes.
- Responsible for making sure that the craft room is kept and left neat and clean, with all appropriate items locked away at the end of the day. (I.e. scissors, exactor-knives, etc.)
- Responsible for learning the basic facilities, layout of camp, and the communication system in the event of an emergency. Be familiar with phone locations, first aid stations, information stations, etc.
- Responsible for maintaining a professional, neat and clean appearance at all times.
- Responsible for having crafts, supplies, equipment, etc. all set up and ready to go, 10 minutes before the scheduled time of event.
- Responsible for adherence to all rules, regulations and policies of the camp.
- Responsible for filling in when necessary or as scheduled for other areas.
- Responsible for other duties that may be assigned from time to time.