



ARTS AND CRAFT DIRECTOR JOB DESCRIPTION

Position: Arts and Crafts Director

Reports to: Camp Director

General Function

Under the direct supervision of the Camp Director, the Arts and Crafts Director shall take care of arts related project at camp. Make sure that each arts and crafts project is age appropriate and there are enough supplies for the campers to complete their project, with the assistance counselors

Qualifications

1. Must be at least 20 years of age
2. Prior experience in a supervisory and camp capacity.
3. Current CPR and First Aid certifications AND RTE CERTIFIED.

Specific Duties

1. Plan to make 45 projects for each day of camp. If there are projects that take more than one day make the director aware.
2. When projects are done set up a time to each group to come pick up their projects.
3. Lead staff to assist campers with completing projects
4. Inventory all supplies to make sure you have what you need before camp starts.
5. Be aware of and report all daily health issues
6. Alert Camp Director and or Health Director if an injury has happened.
7. Participate and assist in ALL training.
8. Participate in any special camp events.
9. Must work the entire camp season.
10. Wear camp T-shirt daily and dress appropriately.
11. Understand the Y and its mission.
12. Follow all YMCA policies and procedures.
13. Devise ways to integrate The Core Values and The 40 Developmental Assets into your program.
14. Help and develop themes.
15. Be a positive role model for other staff members.
16. All other duties as assigned

End Result-Arts and Crafts Director will create/provide:

1. A warm, progressive, educational, fun and safe environment for the children.
2. A program that parents/guardians can rely on, with their children being provided consistent care.
3. A coordinated, balanced program between the YMCA, school district and community.
4. A program that reflects the YMCA mission and values.

I understand that the signing of this document validates that I have read, understood and agreed to the job duties stated above.

Print name

Signature

Date