



Camp Albemarle

Creative Arts Coordinator Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Creative Arts Coordinator is responsible for developing, facilitating, and overseeing camp's Arts & Crafts programs for Elementary, Middle and High School campers, including the supervision, guidance, and direction of Counselors in the Arts and Crafts area.

Qualifications:

1. Must be 21 years of age or a rising college junior.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

Responsibilities:

1. Attend trainings and weekly staff meetings.
2. Develop and facilitate A&C programs for camp's Elementary, Middle and High School campers.
3. Supervise and direct all staff and volunteers assigned to work/help in the A&C program.
4. Manage budget, maintain and stock all A&C program equipment and supplies.
5. Assist with Sunday resident camp check-in and Friday check-out.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Abide by all camp policies and covenant agreement.
8. Responsible for the health and well-being of self and campers.
9. Perform all other duties and roles assigned by the Director or Assistant Director.

Specific Duties:

1. Attend trainings and weekly staff meetings.
 - a. Creative Arts Coordinator must attend the two-week summer staff training.
 - b. The Creative Arts Coordinator is responsible for assisting in training the seasonal summer staff.
 - c. Staff meetings take place every Friday, as soon as campers depart and camp is cleaned, and on Sunday at 12:30 pm, before campers check-in.



- The Creative Arts Coordinator must be present and on time to all meetings.
- d. The Creative Arts Coordinator is required to attend all in-service trainings that pertain to their summer role.
2. Develop and facilitate A&C programs for camp's Elementary, Middle and High School campers.
 - a. Come up with A&C activities for each family group, each week of the summer.
 - b. Prepare for each family group prior to their A&C time.
 - c. Clean the A&C area after each family group departs.
 - d. Coordinates any special programs, and continuously develops program ideas.
 3. Supervise and direct all staff and volunteers assigned to work/help in the A&C program.
 - a. On occasion, CITs or Program Staff will be assigned to assist in the A&C area.
 - b. One Counselor is required to stay in A&C with their family group. His/her responsibility is to assist his/her campers with their A&C projects.
 4. Manage budget, maintain, and stock all A&C program equipment and supplies.
 - a. Consult with the Director of Summer Camp Ministries regarding any equipment orders, needs, or repairs.
 - b. Maintain an inventory list, so as to be aware of what needs to be ordered throughout the summer.
 - c. Maintain and clean the program equipment spaces including any outdoor spaces used.
 5. Assist with Sunday resident camp check-in and Friday check-out.
 - a. The Creative Arts Coordinator is to assist with camper check-in responsibilities.
 - b. During Friday check-out the Creative Arts Coordinator will have a table for campers to come pick up their crafts.
 6. Practice and enforce all camp safety regulations and emergency procedures.
 - a. Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
 7. Abide by all camp policies and covenant agreement.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.
 8. Responsible for the health and well-being of self and campers.
 - a. The Creative Arts Coordinator is responsible for meeting their own personal health and hygiene needs, including taking prescribed medications. They are responsible for communicating with the Director of Summer camp ministries when they need breaks.
 - b. Within your level of training, care for camper or staff injuries that may take place at your facilitated activities.



- c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
9. Perform all other duties and roles assigned by the Director of summer camp ministries and administrative staff.
 - a. The Creative Arts Coordinator may be asked to help perform cabin inspections.
 - b. Be flexible-support staff roles change!

Relationships:

The Creative Arts Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Creative Arts Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

Physical & Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and



communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.