



Camp Albemarle Creative Arts Coordinator Job Description

Direct Supervisor: Program Coordinator

Other Supervisors: Leadership Team and the Director of Summer Camp Ministries

Purpose of Position:

Are you ready to spark creativity and inspire young artists? As the Creative Arts Coordinator at Camp Albemarle, you'll have the exciting opportunity to bring the magic of art to life for campers from Elementary to High School! You'll design and lead engaging Arts & Crafts programs that unleash imagination and create lasting memories.

Whether it's painting, crafting, or creating something totally new, you'll be at the heart of the camp's creative spirit, helping campers express themselves in meaningful ways.

Join our team and make a difference by spreading joy through art and nurturing the talents of the next generation!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be 19 years of age or older.
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. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
5. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
6. Enjoyment and appreciation of the outdoors
7. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
8. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
9. Must be able to pass a background check.

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. Manage list and gather items from the Walmart and Sam's weekly.
6. Abide by all camp policies and covenant agreement.
7. Plans, leads, and implements camp programs for children.
8. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
9. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
10. Organizes and leads various small and large group activities.
11. Ensures the cleanliness of the site.
12. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
13. Knows and understands all emergency procedures associated with the camp program.
14. Assist in mediating any campers' disputes.
15. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.
16. Perform all other duties and roles assigned by the Program Coordinator, other Leadership Team members and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend Trainings and Weekly Staff Meetings**
 - Participate in all required trainings and weekly meetings, contributing creative ideas and updates to ensure our Arts & Crafts program is top-notch and evolving.
2. **Develop and Facilitate Arts & Crafts Programs**
 - Design engaging and age-appropriate Arts & Crafts activities for Elementary, Middle, and High School campers that spark creativity and provide hands-on learning experiences.
3. **Supervise and Direct Staff and Volunteers**
 - Lead, mentor, and inspire Counselors and volunteers assigned to Arts & Crafts, ensuring they deliver fun, safe, and meaningful experiences for all campers.
4. **Manage Budget, Equipment, and Supplies**
 - Oversee the Arts & Crafts program budget, maintain an inventory of supplies, and ensure the studio is stocked with everything needed for campers to create amazing projects.
5. **Manage Weekly Supply Runs to Walmart and Sam's Club**
 - Maintain a detailed list of needed Arts & Crafts supplies, ensuring all items are accounted for and organized. Conduct weekly shopping trips to



Walmart and Sam's Club to gather materials, staying within budget and making sure the studio is fully stocked for upcoming projects.

6. **Abide by Camp Policies and Covenant Agreement**
 - Follow all camp policies, guidelines, and the covenant agreement, setting a positive example for campers and staff.
7. **Plan, Lead, and Implement Camp Programs**
 - Develop dynamic and captivating art programs that challenge campers to explore their artistic side and gain new skills.
8. **Provide High-Quality Educational and Recreational Experiences**
 - Create an environment where campers can learn, have fun, and express themselves through art while building confidence.
9. **Supervise Campers for Safety, Growth, and Well-Being**
 - Ensure campers are safe, engaged, and growing through creative exploration, offering guidance and encouragement along the way.
10. **Organize and Lead Group Activities**
 - Facilitate both small and large group art projects, ensuring all campers feel included and inspired.
11. **Ensure Cleanliness of the Arts & Crafts Area**
 - Maintain a clean and organized studio space, encouraging campers to respect the space and materials.
12. **Assist in Maintaining Accurate Program Records**
 - Keep detailed records, including attendance, incident reports, and daily logs, to help monitor the program's effectiveness.
13. **Know and Understand Emergency Procedures**
 - Be well-versed in all emergency protocols to respond quickly and efficiently in case of an emergency.
14. **Mediate Camper Disputes**
 - Assist in resolving any disagreements between campers, promoting a positive and supportive environment.
15. **Enforce All Safety Regulations**
 - Uphold safety standards, ensuring campers are supervised at all times and following guidelines during activities.
16. **Perform Other Duties as Assigned**
 - Support the camp's broader mission by taking on additional responsibilities as directed by the Program Coordinator, Leadership Team, or Director of Summer Camp Ministries.

Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills



Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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.