



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Arts & Crafts Assistant Job Description

(Children's Summer Therapy Camp Session)

The Arts & Crafts program is designed to give the campers instruction in a variety of creative mediums such as paints, clay, ceramics, textiles, fabrics, leatherwork, paper arts and printmaking. Each child has opportunities to create a piece of art or build a craft project that they will later take home. The Arts & Crafts program is part of the Activities Department.

RESPONSIBLE TO: Arts & Crafts Supervisor, Activities Director, Executive Director

GENERAL RESPONSIBILITIES:

1. Have fun, enjoy being with children, and enter enthusiastically into camp-life, activities, and routines.
2. Take direction and respond cooperatively to the supervision of the Arts & Crafts Supervisor.
3. Assist in the planning and carrying out of one evening "all-camp" activity during the summer.
4. Carry out any other duties as may be assigned by the Activities Director, Program Coordinator, or Executive Director.

SPECIFIC RESPONSIBILITIES:

1. Arrive at camp on the specified day in your contract.
2. Assist in the sorting and storing of donated and purchased supplies. Become familiar with where supplies are kept so as to have them ready when needed.
3. Under the direction of the Arts & Crafts Supervisor, assist with preparation and instruction of class sessions which run approximately 45 minutes from 9:00-11:45 a.m. and 3:00-5:00 p.m., Monday through Friday.
4. Maintain daily cleaning and organizing of Arts & Crafts building at the beginning of camp, during, and at the end of camp.
5. Facilitate and assist counselors in setting up weekend activity classes which are done on a signup basis for Saturday and Sunday. Be ready to assist the Program Department with

weekend or evening activities as needed.

6. Be available several times a week during afternoon rest period and evening rest period to allow staff to work on camper activities and staff projects.
7. Participate in the general camp program. This includes attendance at meals, helping counselors at evening programs, and participating in all-camp activities such as the 4th of July celebration.
8. Accept an assignment of Rest Counsel with campers as needed.
9. Clean and maintain living quarters at the beginning, during, and at the end of camp.

MINIMUM QUALIFICATIONS:

1. A minimum age of 18.
2. Experience with or high interest in arts and crafts. Interest or experience may include such areas as drawing, painting, pottery, ceramics, textiles, leatherwork, and printmaking.
3. Experience working with children of various ages.
4. A willingness to take direction and assist in whatever ways needed to make the Arts and Crafts program a fun and successful learning experience for the children and enjoyable environment for the staff.
5. A positive, flexible attitude and a desire to live and work in a camp setting.
6. A love of children is a must!

Revised 1/11/2019 by JTW