



# BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

## **Arts & Crafts Supervisor 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 the part of the Activities Department at Bay Cliff which includes the Recreation, Arts and Crafts, Performing Arts, and Nature Instructors as well as the Aquatics staff. The Activities Department provides daily instructional classes. While recognizing differences in an individual's background and style, the following outline provides a basic idea of the responsibilities of an **Arts & Crafts Supervisor**.

**RESPONSIBLE TO:** Activities Director, Executive Director

### **GENERAL RESPONSIBILITIES:**

1. Have fun, enjoy being with children, and enter enthusiastically into camp-life, activities, and routines.
2. Plan and develop fun and entertaining daily lessons that engage the campers in hands-on learning activities and skill development.
3. Plan and carry out one evening "all-camp" activity during the summer with the Activities Staff.
4. Keep a notebook of lesson plans, activities, inventory, and ideas as a resource for future instructors.
5. 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. Provide direction and supervision to the Arts & Crafts Assistant(s).
3. Clean and organize work area at the beginning of camp, during, and at the end of camp.

4. Provide a written inventory of supplies and equipment to the Activities Director at the beginning and at the end of camp.
5. Prepare a list of supplies and equipment needed for your planned activities, if they are not on hand, and submit list to the Activities Director.
6. Assess the abilities of children during first week when you will have the opportunity to meet all the campers.
7. Plan 7 weeks of activities appropriate to the age level and ability of each child. Campers range in age from 3-17 and disabilities range from mild to complex. These disabilities include physical impairments (i.e., cerebral palsy, spina bifida, etc.) speech-language impairment, hearing loss, and vision impairments. Collaboration with the Therapy Staff is encouraged.
8. Submit written daily lesson plans to the Activities Director before the start of each week. Solicit ideas for activities from counselors and unit leaders as they know their campers' interest and abilities.
9. Plan arts & crafts activities that can be completed during camp so that the finished projects can be taken home.
10. Instruct and manage the class sessions which run approximately 45 minutes in length from 9:00 – 11:45 a.m. and 3:00 – 5:00 p.m., Monday through Friday.
11. Work with the assistance of Arts & Crafts Assistant(s) and the counselors who will serve as aides during the class that their campers are scheduled.
12. Facilitate and assist counselors in setting up weekend activity classes which are done on a sign-up basis for Saturday and Sunday. Be ready to assist the Program Department with weekend or evening activities as needed.
13. 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.
14. Participate in the general camp program. This includes attendance at meals, helping counselors at evening programs, and participating in all-camp activities and special events such as the 4<sup>th</sup> of July celebration.
15. Accept an assignment of Rest Counsel with the campers, 2-3 times, as needed.
16. Schedule days off for the Arts & Crafts staff and post on the Master Days Off calendar in the camp office.
17. Clean and maintain living quarters at the beginning, during, and at the end of camp.

## **MINIMUM QUALIFICATIONS:**

1. Experience working with children in a classroom setting. Certified teachers are preferred.
2. High interest and ability in the creative arts and/or making of crafts and the ability to communicate that to children on their level. Interest or experience may include such areas as drawing, painting, pottery, ceramics, textiles, leatherwork, and printmaking.
3. Ability to work with others in a spirit of cooperation, patience, and respect.
4. Flexibility, dependability.
5. Desire to live and work in camp setting.
6. A love of children is a must!

Revised 1/11/2019 by JTW