



# Arts & Crafts Specialist

## Job Description

### Qualifications:

- 18 years of age minimum.
- Two years of college or experience in related field.
- Must have an understanding of youth.
- Ability to teach, observe and respond to campers and staff.
- Knowledge of planning, organizational skills and interest in camp crafts.
- Respect for nature, ecology, and conservation.
- Be enthusiastic, honest, mature and responsible.
- Ability to lead, follow instructions and rules.
- Must be able to focus on job duties.
- Must be able to contribute to the peace and harmony of the camp community by caring for the well-being of campers, staff and yourself.
- Must have an attitude of a team player and work well with others.
- Must pass a background check and complete our Staff Training.
- Demonstrate responsibility and accountability for your job performance.

### Responsibilities:

- Organize safe and meaningful program in area of Arts and Crafts.
- Be a Counselor in your cabin when not teaching Arts and Crafts classes.
- Be aware of developmental differences and interests of youth.
- Coordinate program with weekly themes and other camp activities.
- Create at least two projects that the campers can take home.
- Submit a shopping list to your supervisor on Thursdays for supplies.
- Keep craft and storage areas clean and in good order at all times.
- Participate in overall camp program.
- Take care of yourself, drink plenty of water, get adequate sleep and practice good hygiene.
- Ask for help when you need it.
- At the end of summer, clean arts and crafts shed and throw away any materials that will not be good next year. Create an inventory list and give to the Camp Director as well as the key to the shed.
- Other duties as assigned.

### Responsible to:

Camp Directors and Administrative Staff

**PLEASE READ AND SIGN NEXT PAGE**

## **Camp Oliver information**

**Camp Oliver is owned by the Sisters of Social Service and run by an all-volunteer Board of Directors. We are a non-profit, non-denominational camp that hosts up to 72 co-ed campers in ages ranging from 6 to 13. We have 6 cabins that will sleep up to 12 campers of the same gender with 3 to 4 staff in the same cabin but with private quarters. Sessions run from Sundays to Fridays and a typical season is 5-6 weeks. Camp Oliver hosts children that come from all backgrounds of religions, ethnicity, financial and family situations. Most of our campers would be considered “At Risk” youth from the inner city. We feel that these special children greatly benefit from an outdoor experience in a safe and caring natural environment where they can connect with their peers and counselors through educational and fun activities. We have a policy that no camper will be turned away regardless of their ability to pay the camp fee, as such we have many campers that come to camp on financial aid known as “camperships”. Our camp offers traditional camp activities which include swimming, hiking, archery, low elements course, basketball, arts and crafts, dance classes, nature studies and camp fires with s’mores. We have sleeping under the stars and show an outdoor movie that evening, everyone has a wonderful time. Camp Oliver has a long tradition, over 60 years, of being a special place where children come together and make memories that last a lifetime**

**I have read and understand the above job description. I agree to complete my duties as a seasonal employee to the best of my abilities. I agree to follow all camp rules and policies. If I break any camp rules or regulations I agree to speak to a camp Director and will comply with the consequences of my actions. I also agree to let the Ad-Staff of Camp Oliver know of any problems or concerns I have regarding my own job performance and/or well-being as well as that of my campers and other staff.**

**Signed\_\_\_\_\_**

**Date\_\_\_\_\_**