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### *How to Apply*

Complete employment application at <https://prettlakecamp.campbrainstaff.com> or contact Sonya at [sonya@prettlakecamp.org](mailto:sonya@prettlakecamp.org) to receive application. Deadline May 16, 2023.

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### *Job Title*

Crafts Coordinator

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### *Responsible To*

Camp Director, Program Director

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### *Summary*

The Crafts Coordinator organizes and implements a safe, comprehensive and fun crafts program geared to the interests and abilities of campers.

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### *Required Qualifications*

1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communicative, and cognitive abilities to perform essential functions of the position.
4. Knowledge of and experience working in the area of crafts.

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### *Preferred Qualifications*

1. Experience in working with children.
2. Leadership experience.
3. Previous camp experience.
4. CPR, AED and First Aid certification.
5. Lifeguard certification.
6. Valid Driver's License.

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### *Essential Functions*

1. Supervise, lead, and communicate with groups participating in the crafts program.
2. Respond to environmental and other hazards related to the crafts area.
3. Plan, lead, and participate in meaningful arts and crafts activities, assist the camp with achieving camper goals and objectives, and ensure a positive camping experience for each camper.
4. Observe camper behavior and assess its appropriateness and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
5. Stand for extended periods of time when required.
6. Represent Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
  - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
  - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
  - Cell phone use is permitted if there is an emergency, during two hour break period, or if preapproved by Camp Director.
8. Abide by all policies and procedures in the staff code of conduct.

*Specific Responsibilities*

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1. The Crafts Coordinator must:
    - Develop craft projects that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
    - Schedule groups for program instruction.
    - Lead crafts activities during activity periods and lead other activities as assigned by the administrative staff.
    - Assist in the crafts development of camp wide programs, as directed by the administrative staff.
    - Collaborate with other program staff members to create activities incorporating crafts, environmental education, and STEM.
    - Maintain crafts inventory and submit supply requests to the administrative staff in a timely manner.
    - Maintain the cleanliness and orderly use of the Crafts building and ensure safe, proper use of its equipment and supplies. Create a checkout and return system for craft supplies used by other camp staff.
    - Conduct an orientation session with the help of the administrative staff during staff training to familiarize staff with the arts and crafts program.
    - Prepare a display area for crafts projects.
  2. Prepare and present awards to campers who have earned crafts awards.
  3. Attend and contribute to all staff meetings.
  4. Submit a weekly feedback form.
  5. Greet parents, guardians and campers on arrival and departure day, while performing arrival/departure duties as assigned.
  6. Work with assigned cabin when available, assisting with camper supervision and program activities.
  7. Live with a group of 3 to 5 fellow staff. This requires the Crafts Coordinator to be a positive role model for the campers and other staff members.
  8. Be flexible and willing to act as a substitute for any counselor or program staff during the time of an absence.
  9. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  10. Know when to ask for assistance and support fellow staff.
  11. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  12. Assist with all camp activities, working closely with the program staff.
  13. Serve as a lifeguard (if certified) and/or an aquatic observer as assigned by the administrative staff.
  14. Lead and prepare specialized activities with other staff.
  15. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
  16. Assist with camp clean-up throughout and at the end of each session.
  17. All other duties as assigned.
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*Revised 10/21*