

Camp McBride - Arts & Crafts Director

Burlington Area YMCA

Job Title: Arts and Crafts Director

Grade:

Department: Camp

Date: 2019

Accountable to: On Site Director

FSLA Type: Seasonal

Member Service Responsibilities

Burlington Area Community YMCA-YWCA employees are relationship builders. Each employee's role is to build relationships with and between program participants, volunteers, staff and the communities we serve. Y employees are expected to:

- Smile and say hello to everyone you see.
- Introduce yourself to parents during the parent luncheon.
- Take responsibility for creating great experience for camp participants.
- Take ownership for things you see around the camp, such as picking up trash, etc.
- Set a good example by practicing and implementing the Y's missions and values of caring, honesty, respect, responsibility, peace, justice, freedom and dignity every day.
- Thank volunteers (Junior Counselors) every time they lend a hand.
- Appreciate and respect colleagues.

General Function

Provides direct supervision of a group of children in a seasonal day camp.

Entry Requirements

1. 18 years of age or older.
2. CPR/First Aid certification.
3. High school graduate or equivalent.
4. One year or more of college preferred.
5. Previous experience working with children preferably in a day camp in one or more of the following areas: outdoor living, archery, boating, songs, skits, sports, recreational games, arts and crafts.

Job Requirements

Promotes a positive environment with children, staff and parents. Appreciates the needs of children. Must be patient and enthusiastic.

Principal Activities

1. Plan a comprehensive art program for campers to receive a quality lesson in arts and crafts. Have weekly art lesson plans made 1-2 weeks prior to doing the lesson.
2. Responsible for purchasing the arts and craft supplies needed for the summer. Must turn in receipts to the on-site director.
3. Assist in the planning and implementation of all camp special events each week.
4. Maintain accurate and detailed documentation on incident and accident reports.
5. Be knowledgeable of emergency procedures.
6. Assist the on-site director in preparation for the parents' luncheon program.
7. Maintains safety and cleanliness standards.
8. Follows the YMCA-YWCA policies and procedures, including those related to disciplinary situations, child abuse prevention and emergencies.
9. Maintain positive relations with the participants, parents, volunteers, and co-workers.
10. Other duties as assigned by the on-site director.