**ARTS AND CRAFTS INSTRUCTOR**

***We are looking to take these program areas to new exciting levels in 2016 and we need staff members who bring experience and strong interest to lift this program area over the top.***

**Qualifications:**

1. At least 18 years old
2. Interest, knowledge, and skill in art and crafts
3. Ability to teach children and youth how to do crafts
4. Prior experience teaching or leading art is preferred, but not required

**Responsible To:** Program Leadership Team

 **General Responsibilities:**

1. To plan, organize, and administer a safe and meaningful program in arts and crafts where campers create memories and art to take home.

**Specific Responsibilities:**

1. Develop and operate a meaningful program in arts and crafts geared toward each various age group, as well as the interests, and abilities of the campers for each program time any time a group signs up for Arts and Crafts.
2. Coordinate the crafts program with other camp activities, plans, and themes.
3. Prepare a craft area to include displays to stimulate interest.
4. Prepare the craft hut daily for each program time.
5. Clean, organize, and maintain craft area after each program time and at the end of each day.
6. Keep inventory of supplies and request orders to the School Programs Coordinator.
7. To supervise and train the arts and crafts trainee.
8. To ensure that the arts and crafts first-aid kit is up to date and fully stocked each day.
9. At the end of each week, making sure that campers go home with their art work.

**ARTS AND CRAFTS TRAINEE**

**Qualifications:**

1. Meets the general characteristics and expectations of all staff members.
2. Interest, knowledge, and skill in nature crafts and the ability to teach and motivate others.

**Responsible To:** Program Leadership Team

**General Responsibilities:**

1. To help organize and administer a safe and meaningful program in arts and crafts.
2. To assist the Arts and Crafts Instructor in day to day activities.

**Specific Responsibilities:**

1. Develop and operate a meaningful program in arts and crafts geared to the various ages, interests, and abilities of the campers.
2. Coordinate the arts and crafts program with other camp activities and plans.
3. Help prepare an Art Center & craft shop area to include displays to stimulate interest.
4. Assist in keeping a clean, organized, craft area and supplies.
5. At the end of each week, making sure that campers go home with their art work.