



Position: Head of Arts and Crafts

PRE-REQUISITES:

- Age requirement 21+
- Ability to commit to contract dates to be determined but which will include Leadership Training, Orientation and The Camp Season.
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew.
- Experience managing staff
- Experience working with children with preference given to candidates who have taught art to children.
- Experience with ceramics, fine arts (painting, drawing) and crafts (mixed media)
- Knowledge in working with a pottery wheel and using a kiln is preferred
- Hard-working, flexible, ability to multi-task, organized, patient

JOB DESCRIPTION:

Essential Job Functions

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers
- Live and eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

Head of Arts and Crafts

- Develop, implement and execute art lesson plans for Campers ages 7-17 years old and Cubs (day campers) aged 3 - 6
- Supervise and evaluate a staff of 1 throughout the summer
- Teach beginner to advanced skills and classes to children. See Levels for description of skills that will be taught in this activity

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Lodge Counselor (female)

- Live in a cabin with 1-2 other counselors and be responsible for campers.
- Plan, participate and interact with campers in a variety of activities in the cabin
- Participate in unit activities and unit duties

Non- Lodge (male)

- Do not live with campers
- Have additional responsibilities and duties around Camp



RESPONSIBILITIES:

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Arts and Crafts
- Record daily camper attendance
- Manage 4 one hour activity periods per day (Monday through Sat) where lessons will be taught to campers
- Observe staff teaching skills and evaluate job performance for other staff member
- Organize Arts and Crafts demonstrations for Parent Visiting Weekend in July

- Prepare lessons and have materials for Week @ Arcadia and Family Camp if not staying
- Complete a final written Activity report and any other paperwork as required

STAFF TRAINING:

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings and be able to share this information with staff in your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures.

COMPENSATION PACKAGE:

Our compensation package is based on education, experience and length of contract. It includes:

- Cash salary for the number of weeks you are contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract