



## **Position: Head of Weaving**

### **PRE-REQUISITES:**

- Age Requirement 19+, 21+ preferred
- Ability to commit to contract dates to be determined but will include Leadership Training, Orientation and The 7- Week Camp Season.
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew as determined.
- Experience with weaving on hand, inkle, table and 4-harness floor looms
- Experience with winding a warp on a warping board and threading
- Experience in other textile media, such as felting, braiding and knotting
- Experience managing a staff
- Experience working with children with preference given to those who have taught children
- Ability to design and implement projects that are suited to each age level
  
- Creative, hard- working, flexible, organized, and 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 Weaving**

- Manages and runs all aspects of the Weaving department
- Teaches beginner through advanced weaving skills to campers aged 7-17 years old. Occasionally there may be a responsibility to teach younger children. Please see Levels for the skills that will be taught.
- Responsible for observing and evaluating a staff of 1 counselor.
- Teaching ratio is 1:10 campers

#### **Lodge Counselor (female) (see attached for more detail)**

- Lives in a cabin with 1-2 other counselors and is responsible for campers.
- Plans, participates and interacts with campers in a variety of activities in the cabin
- Participates in unit activities and unit duties

#### **Non-Lodge Counselors (male) (see attached for more detail)**

- Male Counselors do not live with campers



- Non-lodge counselors have additional duties and responsibilities around camp

### **RESPONSIBILITIES:**

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper Level achievements in Weaving
- Record daily camper attendance
- Manage 4 one hour activity periods (Monday through Saturday) during which lessons will be taught to campers
- Observe staff teaching skills and evaluate job performance
- Organize Weaving demonstrations for Parent Visiting Weekend in July
- Keep work areas in the Weaving Shed clean; tidy up at the end of the day
  
- 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. Share and utilize this information while running your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures, and evaluate all aspects of your department

### **COMPENSATION PACKAGE:**

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

- Salary based on 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