



United Boys and Girls Clubs Santa Barbara County



Position Description

POSITION TITLE:	Arts & Crafts Specialist
REPORTS TO:	Program Director or Summer Camp Director
FLSA STATUS:	Non-Exempt
FULL/PART TIME:	Full-Time
REGULAR/TEMP:	Temporary
PREPARED DATE:	March 2011

POSITION SUMMARY:

Provides instruction for campers in arts and crafts activities; trains staff in arts and crafts instruction; provides resources of arts and crafts ideas and materials to cabins; maintains inventory; distributes and orders supplies with program director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Works cooperatively with program director and counselors as a resource person & instructor for arts and crafts projects.
- Plans and conducts a safe program of arts and crafts best suited to the age and abilities of the campers.
- Provide in-service training for staff, including pre-camp training.
- Assists where assigned during the week.
- Guide cabin or unit groups and individual campers in participating successfully in all aspects of camp activities.
- Maintains the crafts building, storages areas, supplies and equipment; regularly checks all equipment and supplies for safety and usability.
- Write final report, including: Inventory & recommendations for next year including program, equipment and supplies.
- Assist in coordinating specialization with other camp activities and plans.
- Attend and actively participate in weekly staff meetings/in-services.
- Keep records on participant's progress; help them progress from beginner to advanced levels.
- Assist in packing materials and supplies for following season.
- Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.
- Manage personal time off in accordance to camp policy.
- Maintain good public relations with campers' parents.
- Encourage respect for personal property, camp equipment, and facilities.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Interpersonal communication skills
- Minimum age 18 years old
- Proficiency and experience in a wide variety of arts and crafts activities

- Current First Aid & CPR certification, including training on blood borne pathogens and the use of breathing devices (i.e. pocket masks).
- Willingness to provide positive leadership for youth.
- Ability to observe participant behavior, assesses its appropriateness, enforces appropriate safety regulations and emergency procedures, and applies appropriate behavior management techniques.
- Ability to teach crafts skills to amperes ages 4 to 17
- Ability to communicate and work with groups participating (of various age & skill level), and provide necessary instruction to campers.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program.
- Ability to perform job responsibilities during daylight and nighttime hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Arts and Crafts Specialist works both indoors and outdoors, often in or near the crafts building. Arts & Crafts Specialist is required to live on-site and be on-call 24-hours a day. Each staff has approximately two days off between breaks.

PHYSICAL DEMANDS

Camp activities include hiking, overnight campouts, active games, archery, swimming, etc and counselors must be physically able to participate in these activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift and carry 60 pounds for 200 yards over hiking trails.

Ability to perform job responsibilities during daylight and nighttime hours.

Repetitive motions of hand/wrists

Walking

Standing

Climbing stairs

Hiking on uneven terrain and up/down hills

Ability to communicate effectively in English, orally and written.

As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.

I have read, understand, and agree to the above job description.

Signature _____ Date / /