



# MDSC JOB DESCRIPTION

## *Arts & Crafts Director*

<b>General Summary</b>	Under guidance of the Camp Director, is responsible for planning and executing a complete arts & crafts program for all camp sessions, and integrating the arts & crafts program into the total camp program. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing & Regulatory Affairs agency, American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.
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<b>Principle Duties &amp; Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provide an example of Christian behavior and language to all campers and fellow staff.</li> <li>2. Prior to camp, plans for various arts &amp; crafts projects for campers throughout the summer. Works with appropriate Camp Board member to order needed arts &amp; crafts supplies.</li> <li>3. Upon arrival at camp, sets up the Arts &amp; Crafts room, stocks supplies and prepares for each sessions art projects.</li> <li>4. Organizes projects for each group for each day. Must be fully prepared prior to each day's Arts &amp; Crafts sessions and planned projects.</li> <li>5. Conducts arts &amp; crafts classes for each of the camp groups, instructing campers on skills needed to complete individual projects.</li> <li>6. Involves staff in assisting with the arts &amp; crafts program.</li> <li>7. Keeps inventory of supplies and materials. Notifies Camp Director of shortages.</li> <li>8. Presents a variety of projects during camps sessions so as keep campers interested, and allows for exposure to different art mediums.</li> <li>9. Supervises all uses of equipment and supplies by campers and staff in the arts &amp; crafts area.</li> <li>10. Communicates with Program Director regarding specific arts &amp; crafts projects that might relate to the overall camp program.</li> <li>11. Ensures that all campers complete their projects, and distributes individual projects to campers when they are leaving camp.</li> <li>12. Keeps Arts &amp; Crafts room locked when not in use.</li> <li>13. Assists with closing arts &amp; crafts room at the end of the camping season, inventories and stores all leftover supplies.</li> <li>14. Assists with preparation for annual inspections.</li> <li>15. Works as a Counselor and/or assists Program Director, Assistant Camp Director or Camp Director with other aspects of the camp program when not teaching or preparing for arts &amp; crafts programs.</li> <li>16. Travel into Rose City or Mio as requested for supplies.</li> <li>17. Any other duties as requested by the Camp Director/Assistant Director.</li> </ol>
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<b>Skills Required</b>	<ol style="list-style-type: none"> <li>1. Ability to plan and instruct in all activities of the arts &amp; crafts program.</li> <li>2. Ability to work with children in a creative environment, in either large group settings or on an individual basis.</li> <li>3. Ability to instruct campers and staff in safety procedures of using specific art tools and equipment.</li> <li>4. Ability to work long hours, involving continuous periods of standing.</li> </ol>
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<b>Working Conditions</b>	<ol style="list-style-type: none"> <li>1. Primarily in an indoor setting, with varied summer temperatures.</li> <li>2. Responsible for all campers and staff in the arts &amp; crafts area.</li> </ol>
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<b>Minimum Level of Preparation and Training</b>	<ol style="list-style-type: none"> <li>1. Must be a minimum of 19 years of age and completed at least one year of college/university.</li> <li>2. Experience in arts and crafts, or other creative mediums. Completion of art or creative classes at college level preferred.</li> <li>3. Experience in leadership roles.</li> <li>4. Completion of Archdiocese Youth Protection Online Training.</li> <li>5. Certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association preferred</li> </ol>
<b>Reporting Relationship</b>	Reports to the Camp Director and Assistant Camp Director
<b>Subordinates</b>	None
<b>Salaried Position</b>	Yes