

**YWCA Northern New Jersey
Job Description**

Job Title: Camp Program Specialist –Arts and Crafts

Supervisor’s Title: Camp Director

Department: Youth Services

To Be Completed by Human Resources

Job Code: Seasonal
Grade:
FLSA Status: Non-exempt

Job Summary

To further the mission of the camp through the development and delivery of Arts and Crafts activities that are safe, fun, and appropriate to the campers’ age and abilities. Assist in the management of the Art cabin, related equipment, and supplies.

Key Responsibilities

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

- Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers and staff.
 - ♦ Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp’s natural environment, and use the art resources most efficiently.
 - ♦ Evaluate the success of the arts and crafts program.
- Ensure that camp staff and campers know and follow safety and educational procedures
 - ♦ Assist in the implementation of staff training for arts and crafts.
 - ♦ Train other staff in their responsibilities at the arts and crafts range.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Assist counselors with the development of art kits for use by cabins and for special events.
- Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
 - ♦ Maintain the arts and crafts equipment, including props for the Camp Talent show.
 - ♦ Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
 - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ♦ Clean arts and crafts area, keeping it free of hazards and debris.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise special events, other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events.

Qualifications

Education/Experience: College degree is preferred. Experience working with school aged children, preferably in a recreational setting.

Licensing and/or Certifications:

- ♦ Documented experience in arts and crafts instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

Knowledge Skills and Abilities :

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦

Physical Requirements: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Travel - Camp Program Specialists may be asked to be a bus substitute at one of our bus stop locations. (Hackensack,Dumont,Oradell, Harrington Park, Mahwah, or Ridgewood)

Additional Comments (If applicable)

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.

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Sign and Date: _____ / ____/2023