

Summer Camp Arts & Crafts Coordinator

Job Description and Responsibilities

Classification

Temporary/ Seasonal Employee (Part-Time)



**Genesee
Valley**
outdoor learning center

Description

The Summer Camp Arts and Crafts Coordinator at Genesee Valley Summer Camp is responsible for supervising and facilitating rotating groups of 10 to 12 campers, ranging in age from 4 to 17. The Coordinator will frequently work with Summer Camp Counselors to provide campers with creative and engaging Art programs and are required to make every effort to ensure camper safety while nurturing a fun and supportive group environment. This position entails the ability to use various mediums of art to provide a quality experience for all campers.

Requirements

- At Least 18 Years of Age
- Clean Background Check
- Clean CPS Check
- First Aid / CPR Certification (not required)
- Be familiar with and abide by all GVOLC policies and procedures
- Be familiar with and abide by ACA standards

Responsibilities

- Be at the Genesee Valley property by 8:00am each camp day in time for morning meeting and stay through to the end of the afternoon to clean/organize art space (approximate end of day:4:00/ 5:00pm)
- Facilitate any necessary communication with parents by directing them to the right individual (Summer Camp Director, OD Interventionist, Senior Camp Coordinator, etc.)
- Design, implement, and supervise all Arts and Crafts activities. This includes creating and implementing a "Leave and Legacy" Project.
- Provide lesson ideas and general plans to Summer Camp Director
- Keep the Art Room organized and maintain Art Supplies
- Creating age appropriate art programs for youth 4-17.
- Be aware and attentive to campers and their needs
- Oversee and ensure the safety and well-being of campers
- Help create a positive camp atmosphere and develop good camp morale
- Act as positive role model for the camp community
- Other duties as assigned
- Submit a brief review of the Summer Camp season
- If extended day supervisor, facilitate activities with kids from the end of camp day to approximately 6:00pm (when all campers leave); be responsible for communicating with other staff to learn what was missed in afternoon debrief.