

## Job Description

**Title** Arts and Crafts Specialist  
**Responsible To** Program Director  
**Job Classification** Seasonal

**Purpose of Job** To develop and maintain a creative arts and crafts program leading to a quality experience consistent with Girl Scouts of the USA (GSUSA) and the American Camp Association (ACA) camp standards.

### Minimum Qualifications

- Documented experience or training in arts and crafts suitable to a primitive camp.
- Ability to teach creative skills in arts and crafts.
- Ability to set up demonstration area and program, and to teach skills to staff and campers of all ages.
- Desire and the ability to work and live with children outdoors.
- Ability to make decisions and act wisely in an emergency.
- Commitment to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints and ACA Guidelines.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Currently registered member of Girl Scouts of the USA or a WAGGGS organization.
- Belief in the Girl Scout camping objectives and desire to work toward achievement of them.
- Current CPR and First Aid Certification preferred.
- High school graduate or equivalent and at least 18 years of age.

### Specific Responsibilities

#### Arts and Crafts

- Set up arts and crafts area and establish a program during staff training.
- Provide all staff with an orientation to the arts and crafts area during training.
- Conduct daily check of arts and crafts area and equipment for safety, cleanliness, and good repair; teach and monitor proper use of equipment; encourage respect for personal property, camp equipment and facilities.
- Conduct initial and end-of-season inventory, and store equipment for safety; maintain stock of craft supplies during the summer.
- Create a checkout and return system for craft supplies.
- Write session outlines and lesson plans that allow for progression of activities to accomplish specific goals.

- Submit requests for equipment and supplies when needed, ensuring timely arrival of materials.
- Prepare/gather supplies for camper use ensuring timely preparation.
- Evaluate current season and make suggestions for the following season in end of summer written report.

General

- Assist with opening and closing day procedures as directed by camp administrators.
- Assist in units as needed.
- Assist in the implementation of all-camp activities, campfires and mealtime supervision.
- Develop opportunities for interaction between camper and staff.
- Prepare for and actively participate in staff training, meetings, supervisory conferences and formal staff evaluation. Attend and contribute to program staff meetings to assist in the coordination of specialty areas with other camp activities.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and public.
- Submit all required weekly and end-of-season reports on time.
- Inform camp director of any camper or staff concerns.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

- Ability to write and speak effectively, count, do basic math, read and comprehend.
- Ability to effectively present information, provide instructions, and respond to questions from groups of members, youth and the public.
- Ability to apply common sense understanding to carry out and furnish instructions to others in written, oral or diagram form.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to use the arts and crafts materials and teach programs designed for children and youth.
- Visual and auditory ability to respond to environmental and other hazards related to the arts and craft activities.
- Ability to lift and or move up to 30 pounds.
- Possess strength and endurance to maintain supervision of campers.

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*I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.*

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*Signature*

*Printed Name*

*Date*