

Arts & Crafts Coordinator

Job Description

REPORTS TO: Summer Program Director

WORK TIME:

- Two weekends of Pre-Camp Training (May 28, June 23-25)
- Nine weeks of Program Preparation & Delivery (June 26-September 1)
- One week unpaid vacation in July

GENERAL DESCRIPTION:

The Arts & Crafts Coordinator is responsible for the development & implementation of the Arts & Crafts Program at Camp Samac, including all program content & all craft supplies for Day & Residential Camps. This position is responsible for maintaining equipment, the craft cabin, as well as supplies & services necessary for the operation of this program. The Arts & Crafts Coordinator must be organized, passionate about working with youth & interested in developing creative opportunities for campers to express themselves. This position requires adaptability & an interest in supporting the Senior Staff in incorporating more of the Scouting Principles and the Canadian Path into the Summer Camp Program.

DUTIES & RESPONSIBILITIES:

1. Coordination & implementation of Arts & Crafts programs for all programs in accordance with weekly themes.
2. Responsible for maintenance of the craft cabin, supplies & resources.
3. Participation & assistance in office duties and Staff coverage as assigned.
4. Submission of any supply request forms to the Summer Program Director.
5. Provide reports to the Summer Program Director at weekly Senior Staff meetings.
6. Assist in the set-up & take down of Camp & weekly turnover to weekend user groups.
7. Other related duties as required.

QUALIFICATIONS:

1. Minimum 18 years of age, 21 years of age preferred.
2. Experienced in supervising an artistic program.
3. Experienced in working in a youth Summer Camp environment.
4. Current Standard First Aid/CPR (Level C).
5. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
6. Demonstrated appropriate attitude, skills & knowledge for the position.
7. Proven leadership, planning & administrative abilities.
8. Strong communication & human relations skills.
9. Completes Scouts Canada screening process including a clear Police Records Check, with Vulnerable Sector Check.
10. Is prepared to complete all necessary training, including additional Pre-Camp Training if deemed necessary.
11. Willing to work non-traditional hours.

If you think you will make a great addition to the team, please complete our [Online Application](#) by January 8, 2017. Scouts Canada, thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

For more information about Scouts Canada visit our website at www.scouts.ca. For more information about Camp Samac Summer Program, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

