

Arts & Crafts Coordinator

Job Description

REPORTS TO: Summer Program Director

WORK TIME:

- Two weekends of Pre-Camp Training (May 26, June 21-23)
- Ten weeks of full-time Program Preparation & Delivery (June 24-August 30)

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 Canadian Path principles 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. Weekly submission of any supply request forms to the Program Coordinators.
5. Provide feedback 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. Organize staffing plan at site daily.
8. Support overnight supervision of Residential Programs as assigned.
9. Other duties as required.

QUALIFICATIONS:

1. Experienced in developing and supervising a balanced arts-based program.
2. Experienced in working in a camp environment for children.
3. Training in accessibility & inclusion to meet all participants' needs at the Arts & Crafts site.
4. Proven ability to provide direction to others as necessary.
5. Ability to self-start and work independently.
6. Current Standard First Aid & CPR (Level C).
7. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
8. Demonstrated appropriate attitude, skills & knowledge for the position.
9. Proven leadership, teamwork, planning & administrative abilities.
10. Strong communication & customer service skills.
11. Completes Scouts Canada screening process including a clear Police Records Check, with Vulnerable Sector Check.
12. Willingness to complete all necessary training, including additional Pre-Camp Training if deemed necessary.
13. Willingness to work non-traditional hours.

If you think you will make a great addition to the team, please complete our [Online Application](#) by December 31, 2018. 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 Programs, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

