



We build strong kids, strong families, strong communities.

Crafts Specialist (Triple R Only)

GENERAL RESPONSIBILITIES

To develop, implement, and supervise Arts & Crafts program for campers age 6-13.

RESPONSIBLE TO

Operations Coordinator

MINIMUM QUALIFICATIONS

- Prior administrative/supervisory experience.
- Current American Red Cross First Aid/CPR.
- American Red Cross Lifeguarding
- At least one year of college.
- Ability to supervise staff and campers according to ACA guidelines.
- Ability to appropriately meet the public.
- Ability to plan, organize, and carry out daily and special programs.
- Good character, integrity, and adaptability.
- Prior working experience with children.
- Experience with children or training for work in your specialty.

ESSENTIAL JOB FUNCTIONS

Ability to communicate and implement programs to a wide range of participants with varying ages and skill levels.

Ability to observe and assess participants and contractual staff behaviors to assess their appropriateness, and to enforce safety regulations and emergency procedures.

Implement techniques that promote growth and positive interactions among individuals and groups.

Cognitive and communication abilities to plan and conduct diverse educational and recreational programs.

Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to camp activities and operations.

Physical ability to navigate hilly terrain and respond appropriately to situations requiring First Aid.

SPECIFIC RESPONSIBILITIES

Attend orientation and complete staff training.

Support the mission of camp.

Be fair and impartial in working with the campers and other staff.

Leadership responsibilities during staff training.

Creatively plan and recommend programs in your specific specialty.

Order appropriate supplies and keep a written record of monies spent on program supplies

Work with other camp staff to plan and supervise specific camp events.

Serve as role model to campers and staff in regard to camp policy, procedures, and philosophy.

Be able to take initiative and responsibility during camp activities.

Interpret and enforce all health and safety standards of camp.

Perform administrative record keeping and other functions as assigned.

Prepare an evaluation and summary of current season including inventories, camper reports and recommendations for the following season.

Keep group and individual records needed for evaluation of specialist's program. Submit appropriate reports.

Supervise and assist in the clean up of supplies and program area for their specialty.

Maintain inventory and appropriately use camp supplies. Communicate with Operations Coordinator regarding any needed supplies.

Transportation of campers to and from satellite sites via camp van.

Assist in the planning/operation of the early/late care program.

Supervision of weekend programs as assigned.

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