

Arts and Crafts Specialist

Summary: The Arts and Crafts Specialist is responsible for planning and implementing fun and engaging activities for campers of all ages with various levels of arts and crafts experience. Priority should be placed on activities that involve all campers. The Specialist must be knowledgeable about arts and crafts and be confident in creating unique lessons and experiences.

Commitment: This is a seasonal, summer position. We prioritize individuals available for all 8 weeks of camp and 7 days of staff training.

Minimum Requirements: Two years of college (or equivalent experience) is required. Relevant arts/crafts experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Program Director, Assistant Camp Director, Camp Director

Specific Responsibilities:

- Leads and facilitates hands-on programs, crafts, games, and other core-camp activities for all groups.
- Creates fun, age-appropriate, and diversified arts and crafts activities. These activities should change each week.
- Designs an original program for all 8 weeks of camp and submits it during staff training.
- Takes a full inventory of all available supplies; creates a list of items that are needed for successful program execution.
- Cleans and inventories all items at the end of camp.
- Actively supervises campers; implements and enforces safety guidelines and camp rules.
- Keeps track of camp supplies and efficiently conveys needs to the Program Director.
- Supports Senior Counselors, General Counselors, and Junior Counselors in facilitating activities by providing easy to understand instructions.
- Supports the camp mission by participating in all camp events.
- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, leadership meetings, and clean-up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.

- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.