

Position Description

POSITION: Program and Art Director
CAMP LOCATION: Trefoil or Cloud Rim
CLASSIFICATION: Seasonal Staff Member
RESPONSIBLE TO: Assistant Camp Director

JOB ACCOUNTABILITIES:

- As a member of the camp Leadership Team, assist the Camp Director in the development, implementation, evaluation, and administration of the council's program for resident camp.
 - Work with the Camp Director and leadership team to plan and facilitate staff training.
 - Assist with weekly camper check in/out.
 - Assist with transportation of campers and staff to the clinic or other health service facilities.
 - Address conflicts between staff and/or campers and communicate with parents as needed.
 - Bring all problems in camp to the attention of the Camp Director.
 - Complete weekly and end-of-season reports.
- Participate in general camp program and operations.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
 - Organize and implement camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
 - Attend and participate in staff training and the closing of camp.
 - Eat meals with the campers and supervise clean up after meals.
- Plan, develop, and manage a quality art program for all campers.
 - Teach staff their art area responsibilities during staff training.
 - Write program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
 - Teach and enforce all safety rules. Teach and monitor the proper use of equipment.
 - Encourage creativity among campers and staff.
 - At Cloud Rim, teach basic art skills, including ceramics (hand building, use of a wheel, use of kiln).
 - At Trefoil Ranch, teach basic art skills, including woodworking (hand tools and power tools).
 - Keep an inventory of the program closet and art supplies; order additional supplies as needed.
 - Manage all art supply and equipment requests.
 - Set up the art areas during staff training and break them down at the end of the season.
 - Complete weekly and end-of-season reports.
- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
 - Ensure the first aid kit is properly stocked with supplies.
 - Report and document accidents and incidents promptly.
 - Ensure safety and cleanliness of the art rooms, program closet, and all supplies and other equipment. Report broken or missing equipment in a timely manner.
 - Ensure and manage safe usage of kilns (Cloud Rim) or lathes (Trefoil Ranch).

- Perform additional duties as assigned. Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

CAMP STAFF ROLE IN MISSION EFFORTS:

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

QUALIFICATIONS:

- Resident camp experience preferred.
- Have the knowledge and ability to teach skills in ceramics (Cloud Rim), woodworking (Trefoil Ranch), drawing, painting, and other crafts and fine arts.
- Hold current Red Cross First Aid and CPR certifications, or the equivalent.
- Hold a current Utah Food Handler's Permit.
- Possess good organizational, leadership, and teaching skills:
 - Ability to schedule and manage time, resources, and people.
 - Strong decision making skills while exercising good judgment.
 - Six weeks experience in a management or supervisory role is required (six months is preferred).
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
 - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
 - Ability to walk, stand, and work on feet up to 8 hours a day.
 - Ability to live and work in a high elevation (up to 9200') and outdoor setting.
 - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.