

**Job Description**

**Position:** Art Director

**Responsible To:** Camp Director

**Classification:** Seasonal Staff Member

**Camp Location:** Cloud Rim

**Job Accountabilities**

* 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.
  + Encourage creativity among campers and staff.
  + Teach basic art skills, including ceramics (hand building and use of a wheel), drawing, and painting.
  + Keep an inventory of the program closet and art supplies; order additional supplies as needed.
  + Manage all art supply and equipment requests.
  + Teach and monitor the proper use of equipment (including pottery wheels and kilns); report broken or missing equipment in a timely manner.
  + 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.
* Manage health and safety conditions in the art areas.
  + 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, darkroom, and all supplies and other equipment.
  + Ensure art areas meet all health and safety standards.
  + Complete daily art program log.
  + Ensure and manage safe usage of kilns.
* When not managing the art program, participate in general camp program and operations.
  + Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
  + Assist with weekly camper check in/out.
  + Assist with 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.
* 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.
* Perform additional duties as assigned.

**Qualifications**

* Have the knowledge and ability to teach skills in ceramics (including wheel and kiln usage), drawing, painting, and other crafts and fine arts.
* Hold current Red Cross First Aid & CPR certifications, or the equivalent.
* Hold 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 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.

**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 strongly encouraged to join the Girl Scout movement and accept the beliefs and principles of the organization. GSU is committed to fostering an environment of equality in which people of diverse backgrounds and identities are treated with dignity, courtesy, and respect. All staff members are responsible for upholding these values and are expected to thoughtfully work with diverse populations.