

UNIT COUNSELOR & ARTS AND CRAFTS SPECIALIST



2024 DATES: June 18 – August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$415 per week for 6 or 7 weeks.

Housing and Meals provided.

REPORTS TO: Program Director

PRIMARY RESPONSIBILITY: To oversee all caregiving responsibilities of their assigned group of campers and to provide arts and crafts instruction and supervision.

MINIMUM QUALIFICATIONS:

- Be at least 18 years of age
- Strong sense of personal mission for working with youth in the outdoors
- Commitment to bringing the Camp Little Notch Mission to life
- Prior personal experience with various artistic mediums
- Possess First Aid & CPR training or willingness to obtain during training

ESSENTIAL JOB RESPONSIBILITIES - UNIT COUNSELOR

AVERAGE 85% OF TIME WEEKLY

- Assist in the direction, supervision, and organization of campers in assigned living unit, including kapers (camp chores), meals, all-camp activities, unit time, hygiene maintenance, general camp activities, me time and bedtime.
- Maintain campers' overall health and safety while at camp, ensuring campers receive medication as needed, alerting the Camp Director and Health Director of any issues, and ensuring each campers' personal health and hygiene needs are met.
- Apply basic principles of youth development, connect with the campers and appreciate each camper as their own unique individual. Work with campers to create positive and meaningful relationships utilizing communication, respect and empowerment.
- Work with fellow unit staff and campers to create a community living environment that is cohesive, positive and uplifting.
- Work with fellow unit staff in keeping assigned unit clean throughout each session – including camper tents, unit house, and latrines.

- Maintain a working knowledge of general camp safety and hazards, regularly employing the use of risk management tactics and constantly ensuring camper safety.
- When not leading arts and crafts, enthusiastically assist activity leaders in the administration and supervision of other camp activities as directed.
- Encourage camper enjoyment and engagement by maintaining an active level of engagement and enthusiasm at all activities throughout the camp day. Act as a role model for campers utilizing positive affect and strong leadership skills.
- Lead camper choice activities as assigned by the Program Director.
- Utilize First Aid and CPR as necessary.
- Assist with weekly check-in and check-out procedures. Welcome campers to their session in a positive, inviting, outgoing and inclusive manner.
- Interact with campers' parents in a consistently positive and welcoming manner, utilizing strong customer service skills and maintaining good rapport.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.
- Assist in other camp duties as assigned.

ESSENTIAL JOB RESPONSIBILITIES - ARTS & CRAFTS SPECIALIST

AVERAGE 15% OF TIME WEEKLY

- Oversee the arts and crafts facility and equipment; ensure that the program area is stocked with proper supplies and ready for use prior to camper arrival. Maintain regular communication with the Program Director about restocking needs.
- Maintain daily organization and cleanliness of the arts and crafts facility.
- Create and administer lesson plans that are: related to weekly camp themes, age appropriate, progressive, creative, and utilize existing camp resources wisely.
- Ensure proper safety procedures are followed during arts and crafts programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal and written communication skills.

- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.
- Skills related to lesson planning and implementation, such as: time management, creativity, flexibility, and public speaking skills.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

Employee Name:		Date:	
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