

**Job Description: Arts & Crafts Director**

The Arts & Crafts Director is 18+ years old and a high school graduate. The Arts & Crafts Director is expected to abide by all camp policies and the employment agreement.

The Arts & Crafts Director will serve as a counselor, working with co-staff to care for assigned cabin each camp session. The Arts & Crafts Director will share overnight dorm watch duties on a rotation with co-counselors. Each cabin has at least one counselor with them full time. Besides being responsible for the cabin, the counselors and Arts & Crafts Director act as mentors to the j-crew assigned to their cabin. Most importantly, counselors and the Program & Logistics Specialist are responsible for the safety and well-being of campers at all times

While counselors lead 3 activities each day during a camp session, the Arts & Crafts Director may lead 2 each day in order to fulfill their other duties.

Other duties include:

- Inventory Arts & Crafts supplies
- Plan age appropriate Arts & Crafts for each session (soliciting ideas from counseling staff is definitely encouraged!)
- Submit requests for material purchases to Director of Programming in timely fashion
- Lead Arts & Crafts activities
- Teach counselors Arts & Crafts so that they also can lead activities

The Arts & Crafts Director reports to the Director of Programming