

## Creative Arts Specialists Job Description

Job: The Creative Arts Specialist is a seasonal summer only position. These counselors have many responsibilities, from group management to activities, but the most important is to provide a safe and fun environment for our campers. You must be a responsible and reliable person, possess good communication skills and have good organization skills to manage a group of classes and their campers/counselors. This is an overnight position from Sunday through Friday.

**Note - Admin has the right to change or alter this job description at their discretion.**

### Responsibilities:

- Responsibilities of a Traditional Counselor will apply, please carefully review the job description in addition to this one.
- Oversee the classes of Arts & Crafts, Home Ec, Dance and Drama with the campers and the counselors organizing and teaching the classes.
- Have good and clear communication skills with all campers and other staff/volunteers
- Organization skills to ensure that classes are run smoothly, classes are planned adequately with all lesson plans, material lists, that all program binders are kept up to date with the needed information and provide assistance and support as needed
- Assist with planning and teaching the classes as needed
- Ensure all program areas are kept clean and presentable at all times
- Ensure all program materials are properly stored and taken care of
- Ensure all material request forms are complete by the deadline for each program class and submitted to the Admin Team in an organized itemized list by the deadline provided to ensure materials are purchased in a timely manner for when needed.
- Assist in solving program conflicts from schedules to staffing with the Program Manager as needed should they pertain to the classes under your supervision.
- Ability to observe program areas on a daily basis and look for any potential safety hazards or concerns and assist in helping to solve these concerns to the best of your ability, must report any significant findings to the appropriate people.
- Ability to observe program areas and staff to ensure classes run effectively and smoothly and be able to provide constructive feedback to improve areas as needed and also positive and creative feedback to all staff as needed. Will assist in staffing reviews throughout the summer as needed.

Requirements:

- Must be 18 years of age or older
- Must complete a CORI/SORI/NSOR (provided by Camp)
- Must be First Aid/CPR certified (Camp will provide training if not currently)
- Attend all staff training as directed by the Admin/Leadership team as well as assist in planning and teaching any training sections that involve the classes/programs under your supervision.
- Follow and enforce all Camp Marshall policies and procedures
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs.
- Previous experience in management (school, clubs, work etc.) of 1 year preferred.