



JOB DESCRIPTION
ARTS AND CRAFTS SPECIALIST

QUALIFICATIONS:

1. Entering College Freshman or 18 years of age
2. Experience significant for camping
3. Previous experience in specialty area, comparable to conditions present at Camp Stein.

RESPONSIBLE TO:

1. Area Supervisor
2. Assistant Directors
3. Camp Director

SPECIFIC RESPONSIBILITIES

1. Planning and implementation of the Art program for all age groups during cabin hours, and elective periods.
2. Consult with interested Camp staff on the programming implementation and scheduling of Art programs.
2. Orientation and education of Staff and Campers to Art areas equipment, procedures, rules and availability.
3. Keep a balance between art and ceramics, making sure both are staffed properly.
4. Communication with Health Center regarding campers with special physical needs or problems, with regards to your area and observance of those needs.
5. Preparation and maintenance of Art Shack - Physically and programmatically. Make sure it is kept clean, and that all supplies are accounted for.
6. Maintain record of camper's progress.
7. The requisitioning of needed supplies and equipment, as well as, maintenance and inventory of all equipment and supplies.
8. When done implementing art programming and maintaining area, should be with assigned cabin.
9. Evaluate in writing, the Art Program, Camp Program, Staff, and Procedures.
10. Abide by and enforce all camp policies.
11. Sit shmira (OD), supervise cabins at night as assigned.