

# Kingston's Camp

## *Job Description*

Job Title: **Day Camp Counselor – Crafts Creator**  
Reports to: *Camp Director*

### Position Purpose:

The Crafts Creator is responsible for planning, teaching, coordinating, and carrying out Crafts, Skits, Arts and Science Projects and other activities and guiding campers in their personal growth and daily living skills.

### Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes: A simple craft per day to take home. Each day the craft must be different follow the theme of the week and utilize natural or recycled materials and be part of a larger lesson.
  - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - ♦ Assures campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ♦ Responsible for leading or assisting with the teaching of activities.
  - ♦ Actively participate in all program areas as assigned.
  - ♦ Provide for a progression of activities within the framework of individual and group interests and abilities.
  - ♦ Assist in program areas such as waterfront, nature, all camp activities, as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with camp health manager and/or camp director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director and in writing in the maintenance log.
4. Be a role model to campers and staff in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Represent the camp when interacting with parents or community members.
  - ♦ Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
  - ♦ Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

#### Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ *Communicate Daily with the Camp Director regarding activities, issues and concerns.*

#### Relationships:

*Craft Counselor is to be available for guidance and other camp staff counsel as requested by staff members.*

#### Equipment Used:

*Must be able to use arts and crafts materials, along with materials from nature and the recycling center.*

#### Qualifications: (Minimum Education and Experience)

- ♦ Must be 18 years of age
- ♦ Must be working towards college degree or been trained through Kingston's Camp's Counselor Training Courses.
- ♦ Must be able to obtain or become certified in First Aid/CPR.
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ Ability to interact with all age levels.

#### Knowledge, Skills, and Abilities:

- ♦ Understanding of the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrated knowledge and skill in program areas designated camp program areas.

#### Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Physical requirements of a general counselor position are endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to work in a camp setting and work with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*

*Schedule: Up to 40 hours per week. Hours may be reduced due to camper attendance and weather conditions.*