



## **Arts and Crafts Coordinator**

The Arts and Crafts Coordinator is responsible for designing, implementing and supervising a craft program complimenting Camp Kintail's philosophy, goals and program.

### **Responsibilities:**

- Design appropriate crafts for camp sessions.
- Inventory craft supplies needed for the summer and purchase needed supplies with the Executive Director's approval and within budget limits.
- Organize and maintain the smooth running of the arts and crafts areas and supplies.
- Incorporate Camp Kintail's commitment to the environment in craft projects.
- Assist staff members in supervision of campers during arts and crafts session by providing them with clear instructions and expectations.
- Assist other staff members in using craft materials to enhance cabin projects and theme programs.
- Develop resources and equipment for on-going arts and crafts projects.
- Coordinate with volunteers who work to enhance the week's Art program. Provide supplies and necessary equipment for their craft projects.
- Prepare and offer, or help others to prepare and offer, craft projects for optional periods and morning activities.
- Design and create the summer theme banner and staff board, in consultation with the executive director. This is to be completed and hung in McDonald Lodge before staff training.
- Work with LIT RC's to provide special and unique art opportunities for the LIT program.
- Ensure the safe storage of supplies and equipment throughout and at the end of the season.
- Within reasonable limits, perform other duties as assigned including maintenance, kitchen, office, and special program projects.
- Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

### **Qualifications:**

- A minimum of two years of camp leadership experience.
- A minimum of one year camp counselling experience.
- A personal living faith.
- Experience and expertise in arts and crafts.
- Teaching ability in two of the following specialty areas: sketching, pottery, watercolour, photography, murals, candle-making, costume design or painting.
- A willingness to work in a team environment.
- A Standard First Aid certificate with CPR C.
- Organizational skills
- Flexibility, creativity and a sense of fun.