

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

info@lakegreeley.com

www.lakegreeley.com

Arts and Crafts Director

Desired Qualifications: Bachelors Degree

Experience: Good personal experience either paid or unpaid. Experience in a leadership role.

Responsible to: Program Director

The Arts Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

Areas Of Responsibility:

Be responsible for the Daily Activity Program Areas of Arts & Crafts and Fabric Factory (Fabric Arts, Batik, Silk Screening).

This Responsibility Includes:

- 1) Instructing Campers in various Arts & Crafts projects.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the arts instructors (college age staff).
- 4) Setting up specific achievement levels and awards for art activities.
- 5) Setting up shows and exhibits for various activities.

Orientation:

The Arts Director, along with the Program Director, is to aid instructors and specialists in the set-up of activity sites. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

Daily Program:

The Arts Director will monitor each specialty area. This includes visiting each activity site in operation at least once per day. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Arts Director will also meet with specialty instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Arts Director will instruct campers in arts activities.

Evening Program:

The Arts Director will work with the Evening Program Directors in setting up, organizing and preparing evening activities (props, costumes etc) The Arts Director will meet with the Evening Program Directors to outline the running of the evening activity.

Special Events:

The responsibilities of the Arts Director Relating to Special Events are the same as those mentioned in the Evening Program.

The Arts Director is responsible for...

- a) Preparation and promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining clean activity sites.
- c) Assisting in other duties of the camp as directed by the Camp Director.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.