



Arts & Crafts Job Description

Overview of the Position

Activity Leaders are responsible for the facilitation of a specific activity or group of activities on campus, including but not limited to Arts & Crafts, Athletics, Wonder Works, Splash Zone, and Dance. Their primary role is to provide Campers the opportunity to explore personal, collaborative, and/or competitive skills.

In collaboration with their Program Director, Activity Leaders plan and prepare programs in their specific areas, based on a specific schedule. In addition, they assist with a variety of Special Events and Theme Days on campus, and may supervise Campers during off-campus field trips.

The learning experience, aspirational arc, and anticipated outcomes for Campers during the summer is largely due to their interactions, and application of the skills imparted by Activity Leaders.

Arts and crafts describes a wide variety of activities involving making things with one's own hands. Arts and crafts is usually a hobby. Our campers will be able to paint, create, and make amazing projects in art this summer!

Role and Responsibilities

- Maintain a clean, safe space for activities
- Be a positive role model; earn respect through action from Campers and Staff
- Follow and enforce all camp rules and policies
- Motivate campers to enthusiastically participate in all camp activities and events
- Effectively communicate with Campers and Staff
- Collaborate with Program Director to provide developmentally appropriate activities across all Camper Division (age groups)
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring rapid attention

- Physical strength, endurance, and patience to maintain constant supervision throughout camp
- Art supplies should always be kept neat and organized at all times.
- The Art Activity Lead and Assistant should have all materials and supplies prepped before the Campers arrive.
- All materials should be set up and ready to use.
- After Campers take their seats, the Art Activity Lead will explain and display what the project will be.
- They will break down directions step by step and answer any questions along the way.
- They will work together to assist the Campers to help complete their projects.
- At the end of each art period the Art Activity Lead and Assistant will clean up and reset for the next group.
- All projects must be moved and stored in a separate location to dry for the next day.
- Art projects MUST go home the day that they are completed.
- The Art Activity Lead and Assistant are responsible for setting up the distribution of the art projects at the end of the day. Any completed projects should be brought to the front desk at the end of each camp day.
- Projects should be organized by group in bins and as each Camper is called for dismissal, the project should be handed to the Camper on their way out.

Materials Needed

1. Table/Chairs
2. Large roll of paper to cover tables
3. Theme Day bins
4. Gallons of different colors of paint
5. Kid scissors
6. Plastic cups (to put paint in)
7. Large Paint Brushes
8. Small Paint Brushes
9. Gallons of glue
10. Beads
11. String
12. Lanyard
13. Large containers of glitter
14. Hot Glue Gun
15. Hot Glue Gun Sticks
16. Pipe Cleaners
17. Markers
18. Crayons
19. Sharpies
20. Googly Eyes

- 21. Various Stencils
- 22. Puffy Paints
- 23. Construction Paper
- 24. Tissue Paper
- 25. White Paper (Coloring)

Set-Up

1. One large table in center of the room (combining 4 smaller tables together)
2. Approximately 25 chairs around the table.
3. Tables should be covered with paper (to keep them clean)
4. For some campuses, smaller separate tables may be the only option.

Sample Theme Weeks for Summer 2022

Specific details, requirements, and projects will be provided prior to the start of camp.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Bald	Crazy Hat	All Star	Luau	Summe rween	Mardi Gras	Kindnes s Box	Nickelo deon	Fiesta Day
Bell	All Star	Luau	Crazy Hat	Summe rween	Mardi Gras	Kindnes s Box	Nickelo deon	Fiesta Day
DP	All Star	Crazy Hat	Luau	Summe rween	Mardi Gras	Kindnes s Box	Nickelo deon	Fiesta Day
ER	All Star	Mardi Gras	Luau	Summe rween	Crazy Hat	Kindnes s Box	Nickelo deon	Fiesta Day
Farm	All Star	Crazy Hat	Luau	Summe rween	Mardi Gras	Nickelo deon	Kindnes s Box	Fiesta Day
Hicks	Crazy Hat	All Star	Luau	Summe rween	Mardi Gras	Kindnes s Box	Nickelo deon	Fiesta Day
Meville	All Star	Summe rween	Luau	Crazy Hat	Mardi Gras	Kindnes s Box	Nickelo deon	Fiesta Day
St. J	Crazy Hat	All Star	Luau	Kindnes s Box	Mardi Gras	Summe rween	Nickelo deon	Fiesta Day
Syo	All Star	Crazy	Luau	Summe	Mardi	Kindnes	Nickelo	Fiesta

		Hat		rween	Gras	s Box	deon	Day
Valley	All Star	Mardi Gras	Luau	Summe rween	Crazy Hat	Nickelo deon	Kindnes s Box	Fiesta Day
Willie	Crazy Hat	All Star	Luau	Summe rween	Mardi Gras	Kindnes s Box	Nickelo deon	Fiesta Day

Immediate Supervisors

Program Director
 Creative Director

Arts and Crafts Eligibility

Activity Leaders should be former Camps 'R' Us Counselors with at least 2 years of camp experience and should be at least 18 years old, though preference is given to applicants 21 years and older. Interest, aptitude, or documented expertise in art and/or crafting. Additional relevant experience will be considered when specific eligibility requirements within the camp experience are not met.

Training Requirements

Activity Leaders are required to be certified in American Red Cross Responding to Emergencies First Aid, CPR/AED for Professional Rescuers, and Anaphylaxis response.

In addition, Activity Leaders are required to attend and complete all assigned pre-season training and orientation sessions, both on-line and in person, and must actively participate in Campus set-up.

Hours

Monday- Friday 8:30 AM - 5:10 PM

Overtime opportunities are available, 7:15 AM to 6 PM

Compensation

Activity Leader base salary ranges between \$1365 and \$3,675 for the full camp season, based on age, experience, and professional certifications.

A \$315 bonus is awarded for completing all of the following, as defined in the employee contract:

1. Early Contract Signing and Submission of all Employee Paperwork
2. Attendance at all online and in-person Training, Orientation and Camp Set Up Sessions
3. Perfect Summer Attendance

Activity Leaders qualify for overtime pay. When covering as the Senior Staff Member during morning and afternoon extended hours, they are paid at the rate of \$30 or \$25 per extended hours session, respectively.

If an Activity Leader works the extended hours as a non-Senior Staff member, overtime pay is 1.5 times the calculated hourly rate.

Additional Benefits

All Camps 'R' Us approved professional development conferences, certifications, workshops and meetings will be paid for by Camps 'R' Us. Additional per diem pay is available for Activity Leaders for Open Houses, off-season camp events, and training programs. Specific per diem amounts and pay information will be discussed as needed with Camp Administration.