

**Girl Scouts of Central Maryland
Resident Camp Position Description
Camp Conowingo**

Date: October 2011

Title: **Arts and Crafts Manager**

Department: Outdoor Program and Property Services

Reports to: Camp Director

Position Summary: The Arts and Crafts Manager plans, manages and supervises the Arts and Crafts program activities in an effort to promote and encourage girls to be creative and innovative. The Arts and Crafts Manager promotes the Girl Scout philosophy in the area of creative arts.

Essential Duties and Responsibilities:

- Prepares the Arts and Crafts area during staff training.
- Teaches proper arts and crafts skills based on the girls' age levels.
- Develops and implements various projects to meet individual session requirements.
- Observes camper's behavior to ensure the health and safety of girls during program activities.
- Assists with overall camp activities when not supervising the Arts and Crafts program; assists other units and staff with girls.
- Works with individual units as needed on special art-related sessions and programming.
- Submits orders for supplies in a timely manner to ensure no interruption to the program activity.
- Maintains and implements procedures which uphold **Volunteer Essentials** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Conducts pre-camp and end-of season inventories; stores supplies for safety; maintains clean and orderly area.
- Submits project ideas and required supply lists prior to start of pre-camp training, deadline as assigned by the Camp Director.
- Ensures that Unit boxes are maintained with appropriate supplies throughout the summer; creates activities that can be used for unscheduled time.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.
- Participates in ongoing session evaluation process.

Skills, Education and/or Relevant Experiences:

- Prefer incumbent to be 21 years or older.
- Must be able to demonstrate ability to teach and supervise various arts and crafts program activities to girls age 6 to 17.
- Must be able to work with individuals and groups of diverse backgrounds
- Must be able to lift 30 pounds.
- Must possess excellent verbal communication skills.
- First Aid and CPR certification, or be willing and able to successfully complete training provided during staff training.
- Lifeguard, ropes (high, low), archery, and canoeing/kayaking certification or be willing and able to successfully complete one training provided during staff training.
- Must be able to pass background and fingerprint checks as well as drug screening.

Expectations

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Respect, appreciate, and accept for all people ensuring all campers and staff feel welcome and part of the group.
- Encourage spontaneity in programming and assure that changes conform to established camp guidelines and procedures.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs to the Camp Ranger by completing a maintenance request form that cannot be handled on the spot.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises.

The Girl Scout Promise
On my honor, I will try
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law
I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Girl Scout Mission Statement
Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.

Name _____ Signature _____ Date _____