

San Juan Island Park & Recreation District
Job Description

Job Title: Arts & Crafts Program Director, Camp Eagle Rock
Reports To: Camp Director
Prepared Date: updated 1/12
Status: Full-Time/Seasonal
Salary: \$13-15/Hour

Summary:

This position is seasonal, requiring up to 40 hours of planning and preparation time before staff training week begins and 40 hours a week while the camp season is in progress and 16 hours after camp. This position is responsible for the Arts and Crafts Program, as well as assisting the Camp Director and supporting the Counselors to ensure the overall success of Camp Eagle Rock. This position requires a mature, responsible person committed to the purpose and goals of Camp Eagle Rock.

Essential Duties and Responsibilities:

- Plan, implement and lead daily arts and crafts programs.
- Plan, implement and lead field trips and special events.
- Assist in maintaining the working order and cleanliness of all Camp Eagle Rock facilities and equipment.
- Support Counselors with supervision of children.
- Assist the Camp Director with various daily camp management responsibilities.
- Manages Camp in absence of Camp Director.
- Communicate effectively with children, supervisor, parents and community members.
- Assist in the planning and preparation for staff training week and the camp season.
- Be available as a resource person for staff for program ideas and discipline procedures.
- Operate a 12 passenger vehicle.
- Adhere to and support all policies, procedures and guidelines established by Island Rec.
- Other duties as assigned by Camp Director.

Qualifications:

- To perform this job successfully, the Assistant Director must be able and willing to perform each essential duty and responsibility satisfactorily.
- Be at least 21 years of age and have previous experience in working with children.
- Must possess experience in planning and leading arts and craft activities.
- Must have proven leadership skills.
- Good written and verbal communication skills necessary.
- Prior Camp Counselor experience or equivalent.
- Prior supervisory experience preferred.
- Ability to obtain First Aid/CPR certification prior to start of camp.
- Physically and mentally capable of supervising children and staff for eight hours a day, most of which is spent outdoors.
- Ability to lift 40 pounds.
- Must hold valid Washington State Driver's License; ability to operate 12 passenger van