

# Diocese of Sacramento

## JOB DESCRIPTION

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| <b>DEPT:</b>     | <b>Pendola Center</b>                           |
| <b>POSITION:</b> | <b>Summer Camp Arts &amp; Crafts Instructor</b> |
| <b>CATEGORY:</b> | <b>NON EXEMPT</b>                               |
| <b>Schedule:</b> | <b>Seasonal June thru August</b>                |

**SUPERVISOR:** Pendola Center Director or Coordinator

**JOB DESCRIPTION:** Provide an arts and crafts experience for all campers that allows for individual expression and creativity.

### ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with campers and provide necessary instruction to campers.
2. Ability to observe camp behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
4. Possess strength and endurance required to maintain constant 24 hour supervision of campers.
5. Ability to hike 5 miles of uneven terrain.
6. Ability to make quick decisions and respond appropriately.

### GENERAL RESPONSIBILITIES:

1. To teach and coordinate the arts and crafts program, providing activities that lead to a quality camp program.
  - a. Coordinate the arts and crafts program with other camp activities.
  - b. Create weekly plans that will foster campers skills. Identify a variety of quality projects appropriate to the age, ability and interests of campers.
  - c. Set up an orderly program area that encourages creativity of all campers.
  - d. Conduct daily checks of equipment and supplies when needed, ensuring timely arrival of materials within the approved budgets.
  - e. Provide a safe environment by following the established Operating Procedures for each specialized activity.
  - f. Orient staff during pre-camp training in activities that they will assist with throughout the summer, completing skill verifications as required.
  - g. Assess camper progress. Assist campers to progress to a more advanced levels.
  - h. Conduct an end of the season inventory, storing and keeping equipment in good condition.
  - i. Evaluate current season and make suggestions for the following season.

1. To fulfill other staff administrative roles

- a. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- b. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
- c. Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
- d. Manage personal time off in accordance with camp policy.
- e. Maintain good public relations with campers, parents and visiting public.
- f. As a part of the program team, plan and carry out all camp activities, evening activities, Party Day, campfires and afternoon scheduling.
- g. Carry out/assist in leading additional activities as requested.
- h. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Lifeguard, First Aid and C.P.R. for the Professional Rescuer Certification, (Wilderness First Aid desired)  
College student or equivalent, or at least 18 years of age and a high school graduate.

**Experience:** Training or experience in arts and crafts that are appropriate for a variety of ages and abilities.  
Ability to organize and provide instruction for arts and crafts projects.

**Skills / Knowledge:** Desire and ability to work with children outdoors  
Ability to live and work in a team context.  
Good character, integrity, and adaptability  
Enthusiasm, sense of humor, patience, and self-control and self motivation