



Girl Scout Council of the Southern Appalachians, Inc.
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Camp Tanasi

Job Description

Job Title: **Arts and Crafts Coordinator**
Classification: **Exempt**
Reports to: *Program Director*

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

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

Position Purpose:

To further the mission of the camp through the development and delivery of arts and crafts activities that are safe, fun for rising 1st-10th graders. Assist in the management of the arts and crafts building and related equipment and supplies.

Essential Job Functions:

1. Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers and staff.
 - ♦ Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp's natural environment, and use the art resources most efficiently.
 - ♦ Evaluate the success of the arts and crafts program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - ♦ Assist in the implementation of staff training for arts and crafts.
 - ♦ Train other staff in their responsibilities at the arts and crafts range.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Assist counselors with the development of art kits for use by cabins and for special events.
3. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
 - ♦ Maintain the arts and crafts equipment, including candle making, sewing, bracelet making and lanyards.
 - ♦ Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
 - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ♦ Clean arts and crafts area, keeping it free of hazards and debris.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and/or other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events especially in the areas of decorations and costumes.
- ♦ Work Saturday, June 23 during the summer camp season to assist with a council-wide special event.

Relationships:

The arts and crafts coordinator has direct relationships with the counseling staff. The arts and crafts coordinator will have direct relationships with the maintenance staff in terms of facility and equipment needs. Opportunities may be available to work with visiting or guest artists.

Equipment Used:

Arts and craft activities are usually carried out inside Crafty Fox, a building with a full kitchen and two restrooms. The supply closet is accessible from Crafty Fox and remains locked when not in use. General craft supplies are provided and special requests can be made for additional materials.

Qualifications (Minimum qualifications and experience)

- ♦ At least 19 years of age.
- ♦ Documented experience in arts and crafts instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

Knowledge Skills and Abilities:

- ♦ Training and experience in teaching arts and crafts to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.
- ♦ Experience in designing and making decorations and costumes for special events.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of this position could be endurance including standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to make projects and assist campers. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the art facility available.

Drug Testing is required.