



IRON COUNTY SUMMER YOUTH CAMP (ICSYC)

Job Description Form

Location	North Lakeland Discovery Center		
Job Title	Program Director (Arts and Crafts)		
Reports to	Camp Director	<i>Iron County 4-H Youth Development Educator</i>	
Level/Grade	9-12	Type of position:	This position is an intense experience that requires your full commitment for one week out of the summer. As well as 20 hours of training. Trainings are mandatory. Failure to attend may result in you being replaced with an alternate, or make up work can be assigned.
		<input type="checkbox"/> Full-time	
		<input checked="" type="checkbox"/> Part-time	

GENERAL DESCRIPTION

To further the mission of the camp through the development and delivery of arts and crafts activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the arts and crafts building and related equipment and supplies. Iron County Summer Youth Camp is open to all youth regardless of race, gender, disability or, sexual orientation. It is the responsibility of everyone at camp to create a welcoming and inclusive environment.

SPECIFIC POSITIONS REQUIREMENTS

- 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.
- 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 follows safety procedures.
- 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
 - 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.

University of Wisconsin, United States Department of Agriculture and Wisconsin counties cooperating. An Equal Opportunity/Affirmative Action employer, the University of Wisconsin-Extension provides equal opportunities in employment and programming including ADA and Title IX requirements



ADDITIONAL CAMP RESPONSIBILITIES

- 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 other all-camp activities and camp functions.
- Assist in the planning of any special events especially in the areas of decorations and costumes.
- 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.

REVIEWED BY Neil Klemme

Title: 4-H Youth Development Educator

APPROVED BY Camp Planning Team 2012-13

DATE POSTED January 2, 2013

DATE HIRED