



Creative Arts Coordinator Job Description

Position: Creative Arts Coordinator, 2023

Reports to: Program Director, Summer Leadership Team

Purpose of Position:

The Creative Arts Coordinator is responsible for developing, facilitating and overseeing the arts & crafts program for all campers including guiding the counselors during arts & crafts blocks. In addition, the position is responsible in part for daily photography of all campers including the collection, sorting, daily uploading, & creating weekly highlight videos to be shown at Closing Celebration.

Qualifications:

1. At least 18 years old.
2. Current certification in first aid and CPR, or willing to become certified.
3. Ability and interest to interact with children of all ages and backgrounds.
4. Ability to work with a diverse team.
5. Ability to work long hours in an outdoor environment.
6. Ability to create and work in a Christian environment so that campers have an opportunity for spiritual growth.
7. Ability to abstain from use of cell phones and social media while on duty.
8. Strong communication and interpersonal skills to be used with campers, staff, volunteers, visitors, and parents.
9. Ability to maintain maturity, discipline, and flexibility while also leading by example through good moral character, work ethic, and strong integrity.
10. Model behavior as a leader and representative of Montgomery on and off site.
11. Completion of a Level II background check upon hire.

Responsibilities:

1. Attend staff training at the start of summer and weekly staff meetings.
2. Respect all of God's creation to include ALL staff members and the environment.
3. Responsible for all arts & crafts supplies, projects, and photography related equipment.
4. Take, sort, & upload photos daily in coordination with the Program Director and create weekly highlight videos for Closing Celebration.
5. Assist with camper check-in at the start of the week.
6. Responsible for the caretaking and wellbeing of assigned campers mentally, physically, and spiritually.
7. Know and abide by all policies and procedures on camp property.

8. Take initiative as a team player.
9. Perform all other duties as assigned by the Program Director or leadership staff.

Responsibilities and Other Specific Duties Explained:

1. Staff training includes vital information on organization policies and procedures and attendance is required. There will be at least two scheduled meetings per week for the remainder of the summer: one on Sundays before campers arrive and one on Fridays after all campers have gone home. **There are two optional trainings:** Waterfront Lifeguarding and/or becoming a challenge course facilitator. The cost of these trainings are covered by Montgomery Center and are highly recommended as they will provide more flexibility in program scheduling and offer year-long, part-time work opportunities.
2. Being a part of camp staff is an exercise in communal living. Summer staff will create a covenant during staff training. It is expected that this will be the standard of how individual staff members live and interact with each other and the outdoors for the entirety of the summer.
3. Craft supplies need to be kept organized and inventoried throughout the summer to ensure the summer craft projects have the supplies they need for campers week to week. Supply lists will be turned into the Program Director ahead of when they will run out. The Creative Arts Coordinator will be responsible for the set up and facilitation of the craft blocks and thereafter facilitate cleanup and organization. Photography equipment should be kept clean and safe from the elements.
4. Each camper needs to be photographed doing camp activities each day so that parents can peek into their camp experience. Photographers should be able to quickly and quietly capture moments without interrupting the camp experience and distracting other staff from performing their jobs to the fullest extent. Photos taken will be used in daily uploads for parents to see, creation of a highlight slideshow at the end of the week, and the use of marketing materials after summer.
5. In coordination with the Program Director and Summer Leadership Team, assist with the setup and execution of camper check-in as needed.
6. Campers are under complete supervision of Montgomery Summer Staff. A camper should **never** be left unsupervised and headcounts will need to be done continuously & frequently throughout the day.
7. Counselors should refer to their staff handbook for continual knowledge of camp policies and emergency procedures. Summer staff must be able to maintain control of a group and diffuse anxiety in emergency situations and take action when needed.
8. Camp policies will be covered in detail during staff training. All staff and volunteers are to abide by those policies. A covenant agreement will be signed during staff training stating your willingness to comply. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the Program Director.

9. Summer staff is expected to be flexible when assigned to alternate roles (program staff, lifeguard, etc. within their level of training), as well as, to schedule changes.
10. Be ready. Camp is a fun and fast paced environment with opportunities to slow down and spend time with God. Camp is an incredible gift and privilege. The expectations are high, the time is valuable, and opportunities to grow are imminent.

Equipment Used:

Montgomery staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

- Good written and verbal communication
- Strong time management skills
- Determination and persistence
- Critical thinking and problem solving skills
- Ability to work well individually and within a team
- Self-motivated
- Ability to resolve conflict in a positive manner
- Ability to understand child development
- Ability to lead a small group
- Ability to practice patience and empathy

Physical Requirements:

- Ability to stand for long hours
- Potentially stooping, climbing, reaching, lifting up to 50 pounds, walking long distances, bending, jumping, and using hand-eye coordination.
- Ability to work in all weather conditions
- Ability to practice physical, emotional, and spiritual self-care

Relationships and Interpersonal Aspects:

Montgomery staff will be interacting with many people over the summer including other summer staff, campers, campers' parents, kitchen and maintenance staff, volunteers, camp nurse, directors, and other user groups throughout the summer. It is important to maintain respectful and professional interactions and communication with everyone. Romantic relationships are discouraged between staff members during the summer camp season.

Complete this Google if you are interested in a position with us!
<https://forms.gle/d6bcN1TWwxgHZvYH9>



In Partnership with:

