



**The Salvation Army
Golden State Division
CAMP REDWOOD GLEN**

POSITION: Program Team: Arts and Crafts Lead
SUPERVISOR: Assistant Program Director
DEPARTMENT: Camp Redwood Glen
STATUS: Summer Camp

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

OVERVIEW:

Set design, themed rooms, teaching art classes, and running the Craft House are all part of the Craft House Lead's responsibilities. The objective of the Craft House Lead is to create, establish, maintain, and administer a safe, enjoyable, and educational program for the campers who enjoy the Craft House each week.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Plan and implement daily crafts for all campers and staff that are in line with the program goals.
- Provide opportunities for campers to learn about and increase their knowledge of art, the natural world, the environment, and ecology.
- Teach, prepare, and demonstrate age-appropriate crafts that are interesting, creative, educational, and relevant to the Summer Camp Theme and the campers.
- Use the Craft House and craft projects as an opportunity to enhance a campers' learning and experience while connecting to the camp's overall summer theme and daily core values.
- Actively participate in all evening programs.
- Participate in the decorating of all evening programs alongside the other Program Staff.
- Ensure all camp staff has access to art supplies and be available to assist with decorating cabins and other program areas.
- Assist with leading camp songs and participate in all evening campfires as directed.
- Maintain a clean and functional Craft House, taking precautions to prevent campers from playing/working in or near dangerous areas or equipment.
- Provide a safe environment for the campers to experience arts and crafts in the Craft House.
- Maintain good organization of program supplies and ensure that materials are not wasted or misused and returned when borrowed.
- Responsible for preparing the craft house prior to the program start time (electives, AIR time, free time areas, etc.).
- Keep records of participants' progress; helping them progress from beginner to advanced levels.
- Conduct inventory prior to the first day of camp: maintain inventory for equipment and supply needs, turn in requests to Assistant Program Director(s), in a timely manner, of supplies to restock (at least 7 days before needing an item).
- Conduct an inventory at the close of camp: provide camp administration with a list of equipment to assist in purchasing supplies for the following summer.

- Prepare and implement a rainy-day plan for cabins assigned to the Craft House if necessary.
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- Evaluate the current summer program area and make suggestions for the following summer.
- Assist with the opening and closing day procedures as requested by Assistant Camp Director.
- Assume responsibility for supervision and instruction for Salvation Army Programs (badge classes and Music/art classes) as assigned by the program schedule.
- Report general property maintenance issues to the Facilities Manager or Maintenance Crew Chief.
- Spend time with, befriend, and interact with all Cabin Leaders and campers to foster a quality camping experience in accordance with the stated goals of The Salvation Army's camping program.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Program Director.

QUALIFICATIONS:

- Must be at least 18 years of age.
 - Must possess interest, knowledge, and skills in Arts and Crafts.
 - Must understand the importance of enforcing safety guidelines with all participants.
 - Must have the ability to teach others, particularly young children (8-18 years old).
 - Prefer educational background in Art or Education.
 - Must be of good moral character.
 - Must have a personal and growing relationship with the Lord.
 - Preferred previous camping experience either as a camper or as a staff member.
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PHYSICAL REQUIREMENTS:

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

ESSENTIAL FUNCTIONS:

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

Acknowledgment of Religious Purposes of The Salvation Army

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army's religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army's religious purpose.

At Will Employment Statement

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.

Print Name: _____

Signature: _____

Assistant Camp Director Signature: _____

Date: _____