

SONOMA DAY CAMP VOLUNTEER JOB DESCRIPTION

POSITION: ARTS & CRAFTS DIRECTOR

REPORTS TO: PROGRAM DIRECTOR

PURPOSE: The Craft Director will plan, direct, and implement program in the Craft Shop and coordinate that program with the total camp program.

PRINCIPAL DUTIES:

- Ensures camp adherence to GSUSA program standards and council program/fundraising policies.
- Works with program director to implement program ideas/schedule.
- Sets up craft area the Saturday and Sunday before camp begins.
- Helps to train camp staff on their roles and responsibilities when they are in the program area.
- Teaches and monitors proper use of equipment.
- Conducts initial and end-of-season inventory.
- Checks equipment and makes (or requests from Program Director) repairs.
- Conducts daily check of area and equipment for safety, cleanliness, and good repair.
- Writes lesson plans that are age-appropriate, progressive, and that will foster participants' craft skills.
- Assists in packing all materials and supplies for storage at the end of camp.
- Recognizes and responds to opportunities for problem-solving in the group.
- Helps each participant meet the goals established by the camp for camper development.
- Evaluates current camp program and makes suggestions for following seasons.
- Prepares for and actively participates in staff training.
- Completes other duties as assigned.

QUALIFICATIONS:

- 21 years old or older, a registered Girl Scout Adult (male or female),
- GSNorCal Security Cleared / Background Checked
- Training certification and experience in arts and crafts
- Ability to maintain equipment in excellent working condition
- Ability to teach and guide girls and parents
- Knowledge of Girl Scout program and safety practices or willingness to learn
- Previous experience working with children in a group setting desired
- Ability to lift and carry 40-50 pounds
- Willingness to register as a Girl Scout member (if not already)
- Willingness to comply with the council's volunteer application policy
- Willingness to fill out/sign all required camp forms (volunteer agreement, health form, etc.)