

# Camp Susan Curtis

## *Job Description*

Job Title: **Arts Education Program Coordinator**  
Incumbent:  
Classification: *Exempt (Seasonal)*  
Reports to: *The position will report to the Camp Director*

### Position Purpose:

To further the mission of Camp Susan Curtis through the development and delivery of informative and exciting arts education programming. To deliver an arts education program that is appropriate to the campers' age and abilities. Manage the physical operation of the Arts and Crafts Center, equipment and supplies.

### Essential Job Functions:

1. Deliver an exciting art program to campers.
  - ♦ Plan programs that meet camp outcomes and the abilities of the campers.
  - ♦ Evaluate artistic abilities of campers and staff.
  - ♦ Deliver progressive program activities.
  - ♦ Expand the camp's activities with new arts and crafts activities and initiatives.
  - ♦ Use processing and debriefing tools.
  - ♦ Create an arts education program that will be exciting for our all age groups served at Camp Susan Curtis.
  - ♦ Create an environment where campers are free to create and make mistakes.
2. Ensure that camp staff and campers know and follow safety procedures.
  - ♦ Assist in the implementation of staff training for those staff members that will help with arts and crafts.
  - ♦ Ensure all staff and campers understand how to properly and safely use all equipment in the craft building. (ex: pottery wheel and kiln)
3. Manage and care for the equipment in the Arts and Crafts Center.
  - ♦ Keep inventory of all programming material in the Arts and Crafts Center.
  - ♦ Clean the Arts and Crafts Center daily 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, overnight, and other all-camp activities and camp functions.

### Relationships:

*Program Specialists often have direct relationships with the counseling staff and may actually serve as a Counselor with a camper group when not on duty during adventure challenge activities.*

### Qualifications: *(Minimum Qualifications and Experience)*

- ♦ Current certification in first aid and CPR. (will have an opportunity to obtain during staff training)
- ♦ Educational or work history in the field of art.
- ♦ Willingness to have fun and be creative all summer long.

Knowledge, Skills, and Abilities:

- Training and/or experience with arts and crafts.
- Desire and ability to work with children.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating 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 a camp staff position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 25 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.*

***For more information please contact:***

Emily Wever  
Camp Susan Curtis  
Camp Director  
[eweaver@susancurtisfoundation.org](mailto:eweaver@susancurtisfoundation.org)  
207-774-1552 (year round)  
207-928-2955 (seasonal)  
850-322-4701 (cell)