

Position Title: Arts and Crafts Guide
Reports to: Assistant Camp Director
Classification: Seasonal

Position Summary

To further the mission of Girl Scouts Western Oklahoma through the development and management of program, human resources, and strategic operations for the resident camp program. This position works with the Assistant Camp Director and the Leadership team to provide fun, engaging craft and art activities for a variety of ages of participants. This position manages the arts and crafts building and related supplies. This position also assists with unit responsibilities including attending meals, living in unit/in-cabin, and helping in other areas of camp as designated. This position works with the administration to ensure arts & craft operations and activities are following state regulations, ACA standards, and Girl Scouts Safety Activity Checkpoints.

Position Responsibilities

- Design and deliver arts and crafts activities that make use of different art mediums, make use of camps' natural environment, and use the art resources most efficiently.
- Communicate with units on additional crafts they may want to do that are unique to their group.
- 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 and supplies, submit maintenance requests in a timely manner to the administrative team.
- Keep an inventory of items and equipment each week, submit this inventory to immediate supervisor each week to assess what items are low in stock and need to be ordered.
- Clean the arts and crafts area daily, keeping it free of hazards and debris, as well as checking to make sure all equipment is in good repair and safe for campers and/or staff to use.
- Live in a unit with participants and assist when not scheduled for Arts and Craft's needs, as well as staying in-cabin overnight to assist general counselors with overnight supervision of participants.
- Design, deliver, and evaluate camp programs which meet the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
- Participate enthusiastically in all camp programs and activities, and use positive communication techniques as instructed during pre-camp training.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- Actively participate and uphold the camps' risk management program.
- Be a role model to campers and staff in your conversations, attitude, and behavior.
 - At all times, demonstrate cooperative behavior with colleagues and supervisors.
 - Follow and uphold all safety and security rules and procedures.
 - Work well both independently and as a contributing member of a team.
- Work well under pressure, meeting multiple and sometimes competing deadlines.

Required Abilities and Physical Demands

- The ability to listen objectively to others, and communicate well in verbal and written English.

- Strong interpersonal skills and the mindset of a team player.
- The ability to read text and information, and comprehend instructions and manuals.
 - Strong oral and written communication skills in the English language.
- The ability to enforce appropriate safety regulations and emergency procedures.
- Organized and detail oriented with a proven ability to multi-task and meet strict deadlines.
 - Self-starter, capable of adapting to any work environment.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp environment.
- Physical ability to respond appropriately to situations requiring First Aid. Must be able to assist adults and children in an emergency (fire, evacuation, illness, injury, etc.) and possess strength and endurance required to maintain constant supervision of participants.
- Physical ability to move about the camp property, both on and off trail, in a variety of environmental conditions without assistance.
- **All other duties as assigned or necessary to support the camp as a whole.**

Skills and Qualifications

Education:

- On track to be a High School graduate or its' equivalent.

Qualifications: Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also fulfill the following:

- Must be at least 18 years of age.
- Ability to live on site May 27th-August 7th with limited time off.
- Experience in the development and delivery of programs and activities for a similar population.
- Experience working with children.
- Experience in the development and delivery of programs and activities for a similar population.

Certificates, Licenses and Registrations:

- Current certifications in First Aid, CPR, AED or must be willing to obtain during staff training.
- Current Food Handlers card, or willingness to obtain one prior to arrival at the site.
- Must carry and show proof of 100/300/100 liability coverage on any personal vehicle if is to be driven and/or parked on site.

Additional Job Requirements:

- Clearance of a background check and drug screen.
- Must become a registered member of the Girl Scouts.
- Ability to work independently, effectively manage time to make deadlines and to solve problems using excellent judgment and decision-making skills.
- Willingness to participate in all camp activities enthusiastically, providing support and guidance to those assigned as leaders.

- Access to reliable transportation.

Other physical requirements that may be required for this position include standing, bending, stooping, stretching, and moving objects weighing up to 50lbs. Must be able to work in all weather conditions including but not limited to sun exposure, heat, rain, fog, etc. Requires hand-eye coordination and manual dexterity to manipulate equipment and program supplies. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.

Work Environment

The employee will work outside for a large part of each day, and will live on site at Camp E-Ko-Wah in Marlow, Oklahoma. The employee will live and work in close quarters with other staff and participants. The employee is expected to be able to stay in-cabin with participants to supervise children overnight. The noise level in the work environment varies from moderate to loud; hectic situations can occur due to working with children of all ages. Exposure to outdoor weather and wildlife are expected.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

This is a full time, seasonal position starting at \$225 per week. Certifications and qualifications may increase the weekly base pay, with room and board as part of the compensation package.

To apply, please fill out the Camp Staff Application at <http://forms.gle/s4HfhNtyGaG1EAySA>. The form must be filled out in its' entirety. Please DO NOT email your resume to us, as we only interview candidates whose application we have reviewed. **Girl Scouts Western Oklahoma is an equal opportunity employer.**

<https://camp.gswestok.org/work-at-camp/>