



Creative Arts Coordinator Job Description

JOB SUMMARY:

Responsible for the day-to-day management of the creative arts programs.

REPORTS TO:

Assistant Director

QUALIFICATIONS:

1. Must be at least 18 years old.
2. Strong leadership skills and decision-making abilities.
3. Ability to work with children in an enthusiastic and positive manner.
4. Must be able to attend pre-camp trainings.
5. Interest and experience with creative arts activities including:
 - Hand Arts (Drawing, Ceramics, etc.)
 - Performing Arts (Music, Drama, Dance, etc.)
 - Journalism & Creative Writing
 - Photography

ESSENTIAL FUNCTIONS:

1. Oversee department programming:
 - Uphold program quality expectations in all activities
 - Review and approve counselor craft plans
 - Schedule department activities/staff
 - Ensure all relevant safety regulations and ACA standards are followed
 - Keep thorough records of camper honors earned
2. Supervise department staff:
 - Provide activity-specific trainings & in-service workshops
 - Evaluate performance of department staff at regular intervals
 - Communicate any staff or parent concerns to the Leadership Team
 - Mediate and solve problems that may arise between staff
3. Maintain department equipment, supplies, and facilities:
 - Purchase needed supplies
 - Maintain, inventory, and ensure wise use of all equipment
 - Oversee cleanliness and organization of all activity spaces
 - Open and close activity areas at the beginning/end of the summer season
4. Teach or assist with at least two department crafts per week.
5. Assist with pre-camp training.
6. Live in and supervise one cabin unit. Ensure quality cabin rituals and positive cabin culture are maintained and camper needs are met.
7. Serve as a resource for behavior management techniques, program skills, traditions, and support to all counselors.
8. Compile a written report on the operation of the department at the end of the summer season.
9. Perform other duties as assigned by the Administrative Team.

APPLICATION PROCESS:

Submit cover letter and resume to hantesa@campfireiowa.org with 'Creative Arts Coordinator Application' in the subject line or apply online at www.campfireiowa.org.