



Camp Fire Heart of Iowa Job Description

POSITION: Creative Arts Coordinator | Camp Hantesa

CLASSIFICATION: Seasonal (Full-time)

REPORTS TO: Senior Program Director

SUMMER SEASON: May 24-August 27, 2021

JOB SUMMARY: Responsible for the day-to-day supervision of campers, implementation of creative arts programming, management of the physical operation of creative arts facilities and equipment, and supervision of creative arts program staff.

QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Must meet one of the following criteria:
 - High school diploma & counselor certificate from Camp Hantesa Apprentice program.
 - High school diploma & one year of work experience following high school.
 - High school diploma & one year of college coursework.
3. Must be able to pass a criminal background check.
4. Valid driver's license and clean driving record.
5. Experience working with youth of diverse backgrounds and abilities preferred.
6. Strong leadership, communication, and decision-making skills.
7. Ability to work with children and teens in an enthusiastic and positive manner.
8. Ability to establish and maintain positive working relationships.
9. Good character, integrity, patience, and adaptability.
10. Have, or have the ability to complete during staff training, Mandatory Reporter and First Aid/CPR certifications.
11. Interest and experience with creative arts activities, including hand arts (drawing, ceramics, painting), journalism and creative writing, photography, and performing arts (music, drama, dance).

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
10. Physical ability to respond appropriately to situations requiring first aid/CPR. 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.

11. Eye-hand coordination and manual dexterity to manipulate creative arts equipment and activities.
12. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.

ESSENTIAL FUNCTIONS:

1. Oversee department programming:
 - Uphold program quality expectations in all activities and review all counselor craft plans
 - Create and execute (or assist with) at least three craft plans per week
 - 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
 - Mediate and solve problems that may arise between staff
3. Maintain department equipment, supplies, and facilities:
 - Maintain, inventory, and ensure wise use of all equipment
 - Oversee cleanliness, organization, opening, and closing of all assigned activity spaces
4. Ensure the safety and well-being of campers at all times:
 - Help campers have fun, take risks, make friends, resolve conflicts, and develop skills
 - Provide encouragement to all campers and motivate them to participate in new/challenging activities
 - Provide compassionate, respectful, and honest guidance/support to campers when they misbehave
 - Recognize and respond to opportunities for problem solving in the group
 - Provide First Aid to campers and staff as needed within counselor scope of practice
5. Be a positive role model for youth in language, dress, behavior, and attitude.
6. Live in and supervise one cabin unit. Ensure quality cabin rituals and positive cabin culture are maintained and camper needs are met.
7. Communicate any staff or parent concerns to the Administrative Team.
8. Manage personal time off in accordance with camp policy.
9. Submit all required reports, evaluations, craft plans, and postcards on time.
10. Perform other duties as assigned by the Administrative Team.

PAY: \$275/week during day camp, \$330/week during overnight camp, prorated as needed for requested time off. Room and board included.

APPLICATION PROCESS: Submit resume to hantesa@campfireiowa.org with 'Creative Arts Coordinator Application' in the subject line or apply online at www.campfireiowa.org.

OUR COMMITMENT: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.