

GIRL SCOUTS OF THE DESERT SOUTHWEST

JOB DESCRIPTION



Position Title: Arts and Crafts Specialist
Department: Mission Delivery
Reports To: Program Director
Pay Range: \$75 - \$85 / week
FSLA Status: Seasonal Position—at Camp Mitre Peak

POSITION SUMMARY

The Arts and Crafts Specialist develops and delivers arts and crafts activities that are safe, fun and appropriate to age and abilities of campers; manages arts and crafts facilities and related supplies and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and deliver program for the age and ability of the campers; uses and teaches different art mediums, utilizes natural environment and appropriately uses resources wisely.
- Ensures campers and staff know and follow safety and educational procedures in craft area.
- Responsible for care, use of equipment, requisition of supplies and equipment during camp.
- Supervises opening and closing of the arts and crafts area daily and seasonally, maintains an accurate inventory of supplies and participates in end of season evaluation.
- Creates a weekly shopping list of supplies needed for all arts and crafts programs happening during the session and organizes and fulfills requests for craft supplies needed by unit staff for crafts in general camp programming.
- Attends staff meetings, as needed.
- Keeps any necessary records and reports.
- Assists in the general operation of camp, as assigned by the Camp Director and/or Program Director.
- Develops art kits for use by cabins and for special events.
- Participates as a member of the camp staff team to deliver and supervise evening programs, special events, and all other all-camp activities and functions.
- Assists with luggage delivery and camper pick up and drop off on change days.
- Maintains clear and positive written and verbal communication with all internal and external clients.
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member
- Other duties as assigned.

Qualifications

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

A. Education and/or Experience

- Must be 18 years of age; preferably 21 years of age.
- Completion of high school or equivalent.
- Minimum six months experience with arts and crafts program and instruction preferred.
- Skills in arts and craft activities especially emphasizing use of natural materials and creativity.
- Ability to self-direct and time management.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Must submit health physical and health history record prior to first day of work.
- Ability to interact with all age levels.

- Ability to attend staff meetings.
- Flexible, adaptable; works well in a team.
- Operates well under excitement or stress.
- Access to reliable transportation for own transport to camp.
- Willingness to accept the beliefs and principles of the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting.

B. Certificates, Licenses, Registrations

- Valid Driver's License and Girl Scouts membership required.

B. Language Skills

- Excellent, effective English language abilities, both oral and written.

C. Reasoning Ability

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

E. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position.

- Ability to communicate and work with all ages and skills levels and provide necessary instruction to campers and staff.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-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.
- Ability to lift 40 – 50 lbs.
- Ability to carry and load luggage, tables, chairs and program equipment.
- Ability to walk/hike several miles daily, as various grades, elevations and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping and stretching.
- Ability to sustain physical activity above 4,000 feet elevation.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, and other wilderness animals common to the area.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside at Camp Mitre Peak which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Other demands, as determined by the council.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

Girl Scout Core Competencies:

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

Revised: 12.09.2021