

CAMP TOWHEE

SUMMER STAFF JOB DESCRIPTION

POSITION: Experiential Arts Program Leader

REPORTS TO: Experiential Arts Program Supervisor

JOB SUMMARY

To work in conjunction with the Experiential Arts Program Supervisor and the other Experiential Arts Program Leader to plan, coordinate and implement a variety of experiential, arts based programs designed to meet the needs and abilities of campers. To work as part of the overall Program Staff team by assisting in the planning and implementation of interest clubs and special camp-wide theme programs and activities. To assist in other areas of the camp by providing direct support and supervision of campers during meal times, evening programs, bedtime routines and night supervision. To adhere to, and interpret to other staff and campers the policies, practices, and procedures of Camp Towhee, and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

1) PROGRAM DESIGN AND DEVELOPMENT

Work with the Experiential Arts Program Supervisor and the other Experiential Arts Program Leader to plan, organize, and implement programs for campers that:

- are safe (emotionally and physically)
- are fun and recreational
- meet therapeutic goals
- are sensitive to the campers' needs and abilities
- are varied
- provide for challenge and growth
- build self esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas and input
- foster camper leadership and independence
- are evaluated thoroughly by campers and staff throughout
- are meeting the goals and objectives of the overall program
- are process focused
- cater to individual and group skill and interest
- are flexible

2) PROGRAM ORGANIZATION AND FACILITATION

ensure all programs are pre-planned, based on clearly articulated and realistic objectives
ensure all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the Experiential Arts Program Supervisor in a timely manner for review and approval
supervise all activities in the Experiential Arts program areas by:

- checking equipment for safety and cleanliness
- ensuring supplies are organized, secured and sufficient, and that program materials are ready prior to the campers' arrival in the program area
- providing direct leadership during experiential arts activities
- encouraging and motivating campers and staff to participate in experiential arts activities that are creative and age appropriate

Experiential Arts Program Leader Cont'd

3) SUPERVISION

receive supervision and support by:

meeting daily with the Experiential Arts Program Supervisor and the other Experiential Arts Program Leader for feedback

acting on feedback received

seeking out direction from your supervisor whenever you are unsure or unclear about anything

being an active member of the Experiential Arts Program Team, giving input and suggestions and problem solving as a group

4) PARTICIPATE fully as part of the Program Team and part of the overall staff team by:

meeting daily with the Program Team to plan, provide support, and problem solve

working cooperatively with the Program Team, and all other staff

supporting and interpreting to other staff all camp policies

acting as a positive role model at all times

assisting in the overall camp program by suggesting ideas, giving leadership when required, and completing all duties as assigned

5) DOCUMENTATION:

ensure all forms and reports are accurately completed and within the guidelines of the camp; this includes incident reports, staff evaluations, program planning forms and outlines, program evaluations, and requisition forms, as well as a detailed program report and final inventory to be handed in to the Experiential Arts Program Supervisor prior to the end of the summer

ensure that the Camp Director is informed immediately of any/all necessary or potential Children's Aid Society reports. The Staff Member must make the official report to C.A.S.

6) OTHER RELATED DUTIES:

assist in providing supervision and support to campers during meal times, evening programs, bedtime routines and night supervision

assist in developing and implementing special camp-wide programs, including theme days, theme meals, and staff socials as required.

perform all other related duties as assigned by the Experiential Arts Program Supervisor