



Position Title: Art Specialist

Employment Status: Seasonal, Temporary

Pay: Weekly rate, meals and lodging included.

Responsible to: Program Director

Description of Responsibilities:

The Art Specialist develops and delivers arts and crafts activities that are safe, fun and appropriate to the campers' ages and abilities. They are responsible for planning, teaching, coordinating and carrying out art activities and guiding campers in their personal growth and skill development. Management of the art area and related equipment and supplies. Promote high standards in all aspects of the camp program. Serve as a role model to campers and staff by your actions, appearance, manners, language, and general conduct. Participate enthusiastically in all camp activities, planning and leading those as assigned.

ESSENTIAL DUTIES:

1. Develop and deliver an arts program that is appropriate for the age and ability of the campers.
 - Write lesson plans that meet camp outcomes and the abilities of the campers.
 - Evaluate abilities of campers and staff.
 - Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp's natural environment, and use the art resources efficiently.
 - Coordinate and collaborate on a schedule for the art center.
 - Plan intentional programming.
 - Ensure that ACA standards, state codes, and guidelines from Okizu regarding art programs are being followed.
 - Evaluate the success of the arts and crafts program.
 - Submit an Art Specialist report at the end of the camp season.
2. Ensure that camp staff and campers know and follow safety procedures.
 - Assist in the implementation of staff training for arts and crafts.

- Train staff in art center safety and procedures.
- Ensure campers and staff follow safety procedures.
- Assist counselors with materials and plans to deliver arts and crafts activities independently.

3. Management and care of the facilities and equipment in the art area program area.

- Maintain the art area equipment.
- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Clean the art area daily, keeping it free of hazards and debris.
- Ensure the security of the art area equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.

4. Be a role model to campers and staff in your attitude and behavior.

- Follow and uphold all safety and security rules and procedures.

5. Participate as a member of the camp PULSE team to plan, direct, and supervise all camp operations.

- Work with staff to develop program curriculum, awards programs, and leadership programs.
- Maintain clear and positive written and verbal communication with all camp staff.
- Assist where needed on camper arrival and departure days.
- Be a bus chaperone, providing check in/out support, active supervision on buses and outstanding customer service to families.

6. Other duties as assigned.

- Assisting staff on site
- Maintenance upon request

JOB REQUIREMENTS:

- Previous experience in residential camping.
- Current certification in first aid and CPR.
- Prior experience in the development and delivery of recreational programs.
- Must submit health history record and examination completed by MD, RN, PA or NP form on first day of work.
- **Minimum age: 20 years**
- Minimum six weeks previous experience in a management or supervisory position.

Knowledge, Skills, and Abilities:

- Support the beliefs and principles of the Okizu organization.
- Knowledge and experience with Okizu camp program preferred.

- Training and experience in a variety of program activities offered at the camp.
- Ability to schedule and supervise staff.
- Desire and ability to work with children outdoors.
- Excellent oral and written communication skills.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper 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 pounds.
- Ability to carry and load luggage, tables, chairs, and other waterfront equipment.
- Ability to walk/hike several miles daily, at various grades, elevations, and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping, and stretching.
- Operate with daily exposure to the various weather conditions.
- Willing to live in camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area.
- Benefits: Meals and Lodging

Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.