

## **ART SPECIALIST**

Employed by: Girls Club of Greenfield

Responsible to: Director, Asst. Director

Supervises: Sr. and Jr. Counselors

Purpose of Job: To provide campers with structured activities using various art media. To provide a safe, positive and enjoyable group/art experience.

### **RESPONSIBILITIES:**

1. To plan an educational 8 week program for children aged 4-12 which will explore an interesting and challenging variety of art media. Submit detailed lesson plans a week in advance.
2. To implement this program in a positive, enjoyable manner.
3. Maintain a neat and orderly supply area and encourage proper care of equipment.
4. Attend camp orientation and other staff meetings as scheduled. Participate in all camp activities including special events and Family Fun Day.
5. Maintain a safe and constructive environment for campers. Encourage campers and provide them with a positive view of themselves, others and the camp.
6. Be a role model for all junior and senior counselors by following all policies, procedures, and regulations .
7. Prepare rainy day plans and implement when needed.
8. Plan and/or assist in implementing Camper's Chance /All Camp Games activities throughout the camp season.
9. Supervise children and summer staff on the playground. Be alert to and address any safety issues immediately. This includes AM/PM coverage at the Girls Club and Free Play coverage at camp.
10. Follow the Girls Club behavior plan.\*
  - a. \*While introducing activity/lesson Sr/Jr handle behavior issues, however once activity has started if you see an issue, you should address it.
11. Must be able to lift 50 lbs.
12. Any additional duties as assigned by the Director and Asst. Director.
13. Follow Girls Club Professional Conduct Policy.