

## Owaissi Anglican Camp Job Description

### **Crafts/Art/Music Leader**

14 weeks grant dependent

**RESPONSIBLE TO:** Summer Camp Director

#### **QUALIFICATIONS:**

- Commitment to the Christian aims and purposes of the Camp.
- Strong leadership and organizational abilities.
- Knowledge of and enthusiasm about crafts and the Christian faith as well as the ability to teach and relate that knowledge to the campers.
- Ability to teach, engage and supervise participants in crafts and music activities.
- Experience working with children and ability to relate to and interact well with children.
- Belief in the individual worth of the camper
- Strong communication and conflict resolution skills with ability to work collaboratively with others.
- Emotionally mature and willing to accept responsibility
- Must be at least 18 years of age
- Basic word and excel computer skills for administrative responsibilities

#### **Specific Responsibilities:**

- Prepare craft hut and supplies for craft sessions as determined by the summer Camp program.
- Plan craft and music sessions for summer camp sessions in cooperation with the Summer Camp Director and other program areas.
- Review current budget and ensure program materials are available and within budget.
- Plan alternative programming for program sessions in case of unforeseen circumstances.
- Notify Summer Camp Director when purchasing may be required to replenish supplies.
- Teach and lead campers in planning music for worship services and campfire programs.
- Work with other staff as a team member in planning events and evening programs.
- Lead crafts/music sessions with campers and youth leaders.
- Maintain and update songbooks in accordance with copyright laws.
- Assist Summer Camp Director in maintaining high standards of safety and health within your program area in accordance with the BCCA accreditation standards.
- Ensure policies and rules for Camp Owaissi and the Craft Area are understood and observed by campers, staff, and volunteers.
- Seek advice, guidance and assistance from the Summer Camp Director in resolving issues.
- Provide evaluation report for Craft and Music Leader position with recommended changes, by Aug. 31<sup>st</sup> of camp year, to [jobs@campaoc.com](mailto:jobs@campaoc.com)
- Be willing and receptive to integrating the week's religious themes into your program in consultation with the chaplain.
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Perform administrative and programming duties as directed by the Summer Camp Director

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- Attend publicity functions as an official representative of the camp
- Assist in setting up camp for summer program, which includes, but is not limited to: First Aid Station, Craft Hut, Waterfront Area, Kootenay Hall, update signage, etc.
- Assist in planning program for Leadership Camp & Staff Training Week

### **Essential Functions:**

- Work and participate as a team member with other staff in all aspects of camp life.
- Visually observe behaviour of campers in your care, and report any concerns to the Summer Camp Director.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.