

PROGRAM LEADER: ARTS AND CRAFTS

Qualifications

- Must be at least 18 years of age.
- Must have previous arts and crafts experience.
- Experience working with individuals with disabilities is desired.
- Physically capable of handling the rigors of day to day care for the severely disabled, ages 7 to older adults. Campers' weights may vary from 35 – 300 pounds.
- Must agree to abide by *Ability First* rules and policies.
- Must be able to lift 75 lbs. and perform the physically rigorous daily tasks for individuals with severe physical disabilities.

Duties and Responsibilities

- Attends *Supervisor/Program Staff* Training prior to staff orientation to prepare program area and plan summer activities.
- Attends and participates in staff orientation week and ongoing training sessions throughout the summer.
- During orientation, responsible for training staff in the rules and procedures of the program area. Safety and emergency procedures are to be emphasized and followed.
- Responsible for maintaining program area and keeping equipment and supplies in order.
- Plans and implements activities for program area adapted to the different ability levels of all campers. Supervises campers in area and utilizes staff in the most effective ways.
- Directly responsible to the Program Director, but works closely with all program staff in the planning of program activities and special events.
- Prepares written reports at the end of each session evaluating program. Submits 3 complete lesson plans throughout the summer to add to the program resource files.
- Assists counselors with camper care and supervision. This includes dressing, bathing, toileting, grooming, feeding, lifting, and transferring.
- Performs cabin duty at night and afternoon rest period according to a rotating schedule.
- In an emergency, assumes responsibility of any job deemed necessary by the Camp Director to ensure the safety of all campers and staff.
- At the end of the summer season:
 - Completes end of summer report.
 - Closes down program area and completes an inventory of supplies on hand with recommendations for the following year.