



Job Description

Nature Center/Arts & Crafts Coordinator

Employment Status:

- Temporary-Seasonal, Exempt Position

Qualifications:

- Be at least 18 years of age.
- Have a sincere desire to work with and be of service to children.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Possess enthusiasm, a sense of humor, a strong sense of maturity, and patience.
- Have experience organizing and planning large group activities.
- Experience in outdoor or environmental education and curriculum development is preferred.

Responsible to:

- Camp Director

Responsibilities:

- Facilitate curriculum development, planning and implementation of nature lessons/workshops that utilize camp resources such as the woods, dunes, lake, trees and other vegetation, wildlife etc.
- Develop, organize, monitor and implement an efficient placement system for camper workshops/Nature Center classes.
- Organize, maintain and clean the Nature Center classroom.
- Organize and maintain the Arts & Crafts area, ordering more supplies as needed.
- Work with staff to ensure that there are organized activities happening in the Arts & Crafts building, and that there is consistent staff supervision of campers.
- Teach staff how to do various crafts, including make friendship bracelets, make perler (fuse) bead creations, plastic lacing lanyards, bead animals, etc.
- Inventory and maintain sufficient stock of references, materials and supplies and order new as needed, staying within allocated budget.
- Cooperate with the Directors in the coordinating and organizing of the total camp program.
- Report to the Camp Director any concerns about a camper's health, safety or well-being.
- Recognize and respond to opportunities for problem solving within the group.
- Maintain safety expectations and practices to the highest capacity.

Camp Responsibilities:

- Take every effort to build and nurture a sense of community and understanding among all staff members.
- Eat meals with campers, giving attention to camper interaction and dining hall procedures.
- Review the camp rules with campers and help to enforce these rules consistently throughout the session; utilize the Camp Blodgett behavior management plan for any infractions.
- Assist with all –camp events and other camp-wide activities as assigned.
- Be willing to step in as a cabin counselor temporarily or permanently when necessary.
- Fulfill responsibilities of Counselor of the Day as they are assigned.
- Fulfill Aquatic Observer duties as assigned.
- Assist in total camp cleanup at the end of each session as per the Camp Director's direction and at the end of the season as per the Facility Director/Executive Director's direction.
- Fulfill all other duties as assigned by the Camp Director.