



Silver Lake Conference Center

Job Description

Arts & Crafts Specialist

Reports to: Resource Coordinator

Position Purpose:

Provide Arts & Crafts programs that are stimulating, allow for individual creativity, use found or natural materials when possible, support the themes and goals of the summer conferences, and are age appropriate.

Principal Duties:

- Provide Arts & Crafts programs
 - Prepare and lead Arts & Crafts programs for summer conferences
 - Work with Resource Coordinator and volunteer Deans to tailor programs for age and theme of each conference
 - Ensure that conferee social, emotional, and physical needs are met
 - Encourage conferees to try new things while maintaining a culture of challenge by choice
 - Enforce rules, camp behavioral covenant, and conference covenant
 - Keep Art Grotto clean and organized
 - Inventory and order supplies and equipment as needed
- Works as a member of the Resource Team
 - Assist Resource Staff with support to Deans as schedule allows
 - Become familiar with, train staff in, and enforce current best practices around Covid-19 mitigation
 - Address or report safety issues
 - Provide program support for games and night activities as scheduled

Other Job Duties:

- Kitchen support as needed
- Participate in emergency drills
- Respond to emergencies
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Arts & Crafts Specialist works closely with the Resource Coordinator and the volunteer Deans to deliver arts & crafts program to campers. The Arts & Crafts Specialist works with the Resource Staff to support the summer conference program.

Equipment Used:

- Art supplies, which could include, but is not limited to, paint, glue, wood working tools, engraving tools, stained glass materials, tie-dye, scissors, knives
- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, art supplies, ceramic supplies, electric kiln, garden chemicals, animal care supplies, lifeguarding equipment, challenge course equipment
- A variety of hand tools and power tools
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers

Qualifications:

- Age 17 or older
- Experience leading programs and activities with young people
- Excellent teaching skills
- Experience working in a variety of artistic mediums
- Excellent organizational skills
- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check

Knowledge, Skills, and Abilities:

- Ability to work independently and to schedule self to meet deadlines
- Ability to guide and inspire children to explore and create
- Knowledge of techniques, tools & supplies used in a variety of arts & crafts activities
- Working knowledge of applicable State statutes and ACA standards
- Understand the development needs of youth
- Ability to relate to youth in a positive manner
- Ability to create an environment that promotes personal growth, community building, and teamwork
- Superior communication skills
- Exhibit maturity
- Be an appropriate role model
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: 2022 salary will be set in early 2022.