

# Arts and Crafts Coordinator

**Employer:** Camp McDougall

**Posted:** 14 months ago

**ES Job ID:** 3849

**Sector(s):** Food & Hospitality

**Closing Date:** June 30, 2023

**Location:** Thessalon

**Duration:** Seasonal

## Job Description:

Arts and Crafts Coordinator

Responsible to: Program Manager

### Duties:

- Responsible for following all rules and regulations as outlined in the Staff Manual
- Assists with the implementation of Counsellor Training
- Participates fully in all programs at camp when not conducting his/her own session
- Responsible for providing the Program Committee with a written outline of weekly activities with supply and equipment lists, prior to the start of Camp
- Program responsibilities:
- Plans, implements and supervises daily Arts and Craft sessions and is a resource
- Responsible for maintaining the Craft Cabin, keeping a current inventory and maintaining all craft supplies and equipment
- Keeps a daily log

## Required Skills:

### Qualifications:

- Prior camp experience
- Minimum Age: 18
- Strong background in Arts and Crafts with an outdoor focus
- Leadership and communication skills
- Ability to work with people of all ages
- Programming and organizational skills
- Standard First Aid and Basic Rescuer CPR certification
- Current Vulnerable Persons Record Check - to be submitted one (1) week prior to commencement of employment

## How to Apply:

TO APPLY FOR THE ARTS & CRAFTS COORDINATOR POSITION:

Please send your resume and cover letter to:

EMAIL - [campmcdougall@gmail.com](mailto:campmcdougall@gmail.com)

(Subject line: \"ARTS & CRAFTS COORDINATOR\")

OR MAIL TO: Camp McDougall

PO Box 22068, Cambrian PO

Sault Ste. Marie, ON P6B 0E9