



**GIRL SCOUTS HEART OF THE HUDSON, INC.  
POSITION DESCRIPTION**

**ARTS AND CRAFTS COORDINATOR**

**REPORTS TO:** Program Manager

**GENERAL RESPONSIBILITIES**

To enrich the campers experience at camp by providing activities that encourage the arts while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

- Work with the Program Manager to develop a variety of arts and crafts activities in accordance to objectives and standards set by the camp based on session theme, age level, and the G.I.R.L. experience.
- Requisition necessary equipment and supplies before and during camp; care and organization of equipment; request necessary repairs.
- Keep records and reports as necessary.
- Maintain highest level of safety during activities.
- Report any illness or injury to Nurse/EMT and Camp Director promptly.
- Other duties as assigned.

**JOB QUALIFICATIONS**

1. Successful completion of background check.
2. Must be at least 18 years old.
3. High School Diploma or equivalent.
4. Experience in working with children.
5. Experience in leading a variety of arts and crafts activities.

**EMPLOYEE STATEMENT:** I have read the above job description and can perform its essential functions  with  without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

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Name: Print

Signature

Date