

POSITION: CRAFT/MUSIC COORDINATOR (Job Description)
RESPONSIBLE TO: PROGRAM COORDINATOR

JOB SUMMARY: The Craft/Music Coordinator is responsible for developing a music program at camp, including staff resources, that ensures the United Church Faith Component is a visible element. They are also responsible for ensuring that weekly crafts represent the theme for the week, or if that is not possible, the overall summer theme.

LENGTH OF TENURE: This position runs from staff training until the end of the summer of the current camping season with up to 20 hours of pre-summer preparation time.

RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING:
(Moderate-High). The Craft/Music Coordinator will generally have limited opportunity of unsupervised access to children, but there may be situations where they find themselves in the sole care of a child (or other vulnerable individual) in special circumstances. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. They must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

ACCOUNTABLE TO: The Program Coordinator, for supporting and implementing the camping program set by the Program Coordinator and implemented by all staff (paid or volunteer).

JOB RESPONSIBILITIES:

Music

Responsible for the introduction of new camp songs and music to ensure variety exists within the music program while still permitting for enough repetition that campers learn most of the songs during a week.

Responsible for ensuring a reasonable content of Christian songs are integrated into the music program at camp.

Planning and ensuring that music at the dances are positive, uplifting and appropriate both in terms of content within the framework of a Christian camp and in terms of being fun and enjoyed by the campers.

Developing the resources of the SONGS section of the policy manual. This would include meal graces, campfire songs, songs and music for playing in the cabins and songs for vespers and other resources as deemed appropriate by the Music/Craft Coordinator.

They will be responsible for playing the music and decorating, planning and preparing for the dance nights. In conjunction with the Program Coordinator they will assign people to “Bible” and “Passion” patrols as well as ensuring campers are always accounted for.

Responsible for the overall planning and leading of campfires in conjunction with Cabin Leaders and other staff.’

Ensuring that song and music resources are readily available to staff including writing songs on Bristol board and laminating them to protect them from the weather. Ensuring that these resources are returned to the appropriate place after use.

Working closely with staff to ensure that the campers are getting the most out of the music program, (i.e. they are able to participate and enjoy the songs and that they are the primary audience for the music and not the staff).

Crafts

Responsible for helping volunteer craft leaders come up with crafts that match the theme for the week as well as making every effort to use craft room supplies. At the same time, making sure that crafts are interesting and challenging for the age group involved so that they get the most out of the craft and want to take it home at the end of the week. Liaising with volunteers well before their week at camp to ensure they have all the information they need and feel a welcome and important part of the camp.

Responsible for ensuring that the Craft Room is kept organized and tidy. This will involve reminding staff of the importance of putting things back where they found them. It will also require ensuring that the craft room is well organized and labeled prior to the start of summer to make it easier for staff to return things to the appropriate place.

Responsible for helping staff put together appropriate cabin boxes including safety, resource and craft supplies and ensuring that Cabin Leaders keep their boxes stocked throughout the summer.

Responsible for rationing supplies so that the craft costs do not increase due to the creation of this position. Particular attention to the quantities of hemp, gimp and markers used by Cabin Leaders is critical, keeping in mind female cabins are more likely to use more of these supplies.

Maintaining an inventory of the craft room and making every effort to use supplies that exist in quantity for as many crafts as possible. This will include an official inventory during training week and another at the end of the summer.

Ensuring that the Executive Director is aware of any supplies required for the craft room and helping ensure that supplies purchased remain within budget parameters.

Purchasing craft supplies as necessary using pre-requested petty cash and ensuring that receipts clearly indicating each item purchased are submitted after supplies have been purchased.

Helping Volunteer Craft Leaders during the craft sessions, or switching off with them as necessary during the rotation days.

Other:

Responsible for leading or the delegating of leaders, in cooperation with the Program Coordinator, of Skit Nights. This includes trying to encourage theme oriented skits, proper use of costumes and appropriateness of skits.

Responsible for ensuring that the costume room is always kept organized and tidy with costumes hung up, or in boxes as appropriate for the items. Also responsible for ensuring that the costumes are cleaned as necessary and assist with ensuring that a skit like Super Tina is properly cleaned up prior to any other activity in the hall.

Responsible for ensuring that camper's bags and things are organized in a way that ensures the least amount of lost items on the final day of camp. And on days when it is raining, or there is a threat of rain, all items are properly stored in an organized fashion where they will stay dry.

Responsible for collecting all the lost and found, once the campers have left, and putting it in a labeled bag that is stored in the Director's Office. Then on Monday, collecting this lost and found and washing and folding all clothing and determining if we know whose items they are. The Craft/Music Coordinator then ensures that all the campers are contacted by phone or email about their lost items and given two weeks to claim them (unless other arrangements are made). This includes going through each week's lost and found to see if there are any names on lost items and then checking with the Registrar for contact information. They will then ensure that appropriate follow-up calls are made to ensure as little lost and found as possible ends up being donated to charity.