



## HUNTERDON COUNTY YMCA JOB DESCRIPTION

**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**JOB TITLE:** Arts & Crafts Coordinator  
**REPORTS TO:** Camp Director  
**JOB CATEGORY:** Non-Exempt, Part-Time

**DEPT:** Camp Carr  
**SALARY GRADE:** 4  
**DATE:** 2/10/12

### **GENERAL FUNCTION:**

To plan and implement a quality arts & crafts program for campers ages 4 – 14.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do; to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

### **EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must be at least 21 years old
2. Must have at least 3 years experience in planning and implementing programs.
3. Experience in arts and crafts.
4. Experience working with youth ages 4 – 14.
5. Experience in supervision of staff.
6. Must possess at hire and maintain CPR certification, or obtain within 1 month of hire.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to withstand the heat, sun, and rain of the summer, stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **PRINCIPAL JOB SEGMENTS:**

1. Prepares and implements a daily arts and crafts program for the summer for children ages 4 –14.
2. Provides outline and organizes supplies for group staff to implement in case of absence.
3. Prepares and submits initial supply order to director for ordering.

4. Maintains craft area and supplies in an organized manner.
5. Creates display areas to show off children's' work.
6. Instructs staff of their responsibilities during group arts & crafts period and electives.
7. Works with staff as assigned on special events.
8. Fills out accident and incident reports as necessary.
9. Supports and participates in Association Initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
10. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
11. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
12. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
13. Follows all Hunterdon County YMCA policies and procedures.
14. Keeps Camp Director apprised of situations requiring his/her attention.
15. Attends trainings, seminars and meetings as required.
16. Performs other job-related duties as requested and necessary.

**EFFECT ON END RESULTS:**

The Arts and Crafts Coordinator fills a vital role for the Hunterdon County YMCA staff team. The effectiveness of the incumbent shall be measured by the degree to which:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. YMCA, American Camping Association and NJ Youth Camp Safety Act rules regulations and guidelines are adhered to at all times.
3. Arts & crafts schedule and operations run in accordance with YMCA and state guidelines.
4. Camp group and activities run smoothly and in a safe organized manner
5. Satisfaction with program will be positive and evident through evaluation reports completed by parents each summer.
6. The Camp Director will be kept apprised of situations requiring his/her attention.

Incumbent Name: \_\_\_\_\_

Incumbent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature on this job description indicates my understanding and agreement with the requirements of this position.