



# ARTS & CRAFTS



## Job Description

### Program Area Counselor

Of the three basic types of counseling staff at Hawkeye the Program Area Counselor is the one with the most contact with the widest range of campers. This counselor remains at their assigned Program Area most periods of every day and conceives of, plans, organizes, leads, and follows up on activities within that Area. These activities are non-gender specific and need to be directed at the entire range of age groups within camp, 8-16 year olds, because each cabin spends approximately two periods each week at each Program Area. These individuals do not split their time between a Cabin Group, with which they may live, and the Program Area. However, most Program Area counselors do live in cabins with the campers and must assist in getting the campers started in the morning and settled at night as necessary. Some time each week may be spent outside of their Program Area; this may include covering a cabin or accompanying a cabin group to various activities, on an out-of-camp trip, or organizing a special activity.

Each Program Area has a staff member who is primarily responsible for its oversight and a number of other staff members who assist them; these are the Program Area Counselor and General Counselors respectively. As the Program Area Counselor you will meet with the Assistant Program Director, your immediate supervisor, each week. Each Program Area Counselor has weekly paperwork responsibilities that include a self-evaluation as well as cabin and activity reports assessing the success of each at the Area each week. These are presented to the Assistant Program Director before weekly supervision and used during the session. S/he, in turn, evaluates and reports on the workings of the Program Area and your progress and success, on a weekly basis, to the Program Director and Camp Director. S/he also provides guidance, feedback, and support to you as a Program Area Counselor.

Each Area has one or two General Counselors and/or Counselors in Training, CiT's, assigned to it that provide additional leadership, organizational assistance, oversight, and group management. These individuals may help to plan, organize and carry out activities but do this on an as needed basis. These individuals are primarily available to assist the Program Area Counselor and take direction from this Counselor on a daily and weekly basis as pertains to the Program Area.

In addition to daily activity planning Program Area Counselors are responsible for creating larger projects, including inter-area ventures, that last weeks or even the entire summer. These plans may take in to account weekly out-of-camp trips, Tribal Considerations, Special Activities, Evening Activities, or other events throughout the session.

Program Area Counselors must also take part in planning, setting-up, organizing, and carrying out Special Activities with special attention paid to elements of these events which are related to activities or skills primarily applicable to their specific Area. For example, songs written for Tribal Games by each Tribe must be assisted by the Drama Counselor regardless of tribe affiliation.

Program Area Counselors need to be the most organized group of staff members within the camp structure. These individuals must plan and organize activities prior to each period in a way that can be re-created at a later date. They must contribute to the construction of a foundation of ideas and information that will endure year after year (Program Area Binders).



## **Arts & Crafts Outline**

The arts & crafts program operates in coordination with a number of other activity areas including Nature, Woodworking, Woodsmanship, Expeditions and Drama. Joint projects are a major part of the arts & crafts program's operation but the area also offers opportunities for drawing, painting, tie-dying, jewelry-making, photography, working with clay, and many others that may be conceived of by the Program Area Counselor or campers. The goal of the program is to ensure that campers acquire a sincere appreciation of arts & crafts, achieving an increased sense of self-esteem related to their own creativity. Many of the projects will incorporate an element of nature. More specifically we will be searching the grounds for natural substances to use in rubbings and paintings.

## **Responsibilities**

- Help campers to choose, plan and finish various arts projects.
- Begin to fill the arts & crafts binder with activity plans before the campers arrive.
- Continually evaluate and provide feedback in the arts & crafts binder for upcoming years. This feedback would include the success of the projects, camper enthusiasm, and thoughts/suggestions that would assist with future improvement.
- Work in coordination with the nature, woodworking, drama, and woodsmanship program areas on joint projects throughout the session.
- Maintain the arts & crafts area and ensure that work areas and materials are kept in order and clean.
- Provide rules and regulations for the arts & crafts area.

## **Required Certification**

- None.

## **Recommended Skills/Abilities**

- Experience working with a range of different media.
- Ability to supervise campers in an art studio.
- Flexible, adaptable and have ideas on projects to make with children.
- Ability to make the activity area FUN for all campers!