

The Pines Summer Camp

Job Description: Craft Director

Reports to: Program Director

Capacity: Temporary (non-exempt) position

Compensation: Pre-camp hours: June 22 - June 28 (1 week x 10 hrs/week x \$25/hr) = \$250.00

Summer camp: June 29 - July 25 (4 weeks x \$800/week) = \$3,200.00, plus room & meals.

Job Summary: Develops summer camp arts and crafts programming for all age groups, leads craft activities for all age groups; and maintains inventory and work area.

Skills and Qualifications: Ability to: create and facilitate arts and crafts programming that is mission-focused on anti-racism and pro-LGBTQIA+, consistent with the mission of Pilgrim Pines Camp; showcase knowledge and expertise in the fine arts; and maintain focus on mission and organization program components; and promote social justice and anti-racist/bias mindset.

Key Responsibilities

- Pre-Camp responsibilities:
 - Develop an arts and crafts curriculum for all age groups based on the summer camp daily and overall themes
 - Collaborate with age-level Directors to plan art/craft activity needs for programming, including potential interest groups
 - Create material lists and work with the Assistant Director to order supplies (within the camp budget)

- Camp responsibilities:
 - Lead or supervise all art/craft activities, including set up and clean up
 - Help with nighttime programming
 - Maintain weekly use inventory and collaborate with the Program Coordinator for any additional supplies needed through the summer
 - Maintain cleanliness and orderliness of the Craft Lodge and the craft supply area in the Tunnel
 - Help set up and take down the “all camp” activities
 - Help facilitate stations or roles during all camp activities
 - Help with Check-in and Check-out responsibilities
 - Complete other duties as assigned

Directors Training

- In person at Pilgrim Pines on Saturday, June 14, 2025. 10:00am-4:00pm, lunch included.