



## Kiwanis Club of Windsor Sunshine Point Camp



### **POSITION DESCRIPTION – ARTS AND CRAFTS COORDINATOR**

#### **About Sunshine Point Camp and the Kiwanis Club of Windsor**

The Kiwanis Club of Windsor has been incorporated over 100 years and has been operating Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County. Kiwanis Sunshine Point Camp is a five-day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven-week period. Five weeks are reserved for boys and girls ages seven to eleven. Two weeks are reserved for 12–14-year-olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training July 1-5. Our staff spend the weeks onsite and may sleep in a camper cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff join our campers for all meals.

#### **Position Summary**

Reporting to the Camp Directors, the Arts & Crafts Lead is responsible for the development and implementation of an all-inclusive craft/drama program while providing a fun atmosphere for all campers. The Arts & Crafts Coordinator is also responsible to assist the Director and Assistant Director in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

**Salary.... \$18.00/hour (40 hours per week)**

#### **Position Requirements**

- Proven supervisory and teamwork skills necessary.
- High energy level.
- Previous residential camp leadership experience preferred.
- Desire to work with, and teach, children.
- CPR and Standard First Aid an asset
- Current Vulnerable Sector Check required.
- Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred.
- Preference given to those enrolled in a post-secondary school program and returning to school in the fall.

#### **Position Responsibilities** (include but are not limited to)

- Planning, implementing, and directing all related Arts/Craft activities for various age levels.
- Assist in planning, scheduling, implementation, and participation in all camp activities with Directors.
- Interaction with campers and dealing with problems as they arise.
- Maintaining a consistent professional attitude with all children and staff.
- Reporting any professional concerns as they arise to the Directors.
- Attendance at, and participation in, regularly scheduled staff meetings.
- Maintenance of safe environment for campers and staff.
- Participate in camp opening activities during orientation week.
- Assist Camp Directors in ensuring camp is left clean, safe, and in good order at end of each week.
- Responsible for maintenance of pavilion.
- Responsible for organization of Art products and promptly updating Director about depleting resources.