



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

#### POSITION DETAILS

Position Title:	Arts & Crafts Program Coordinator
Reports to:	Program Supervisor
Functional Area:	Program Team
Employment Status:	Seasonal, Exempt

#### ABOUT DYF

DYF is a mission-driven organization dedicated to improving the lives of children, teens, and families affected by type-1 diabetes. Founded in 1938, the organization is a leader in helping children and their families gain confidence and mastery in managing diabetes through weekend and week-long camps and educational programs that serve more than 1,500 individuals annually. DYF believes that every child with T1D, and their family members, should have the benefit of our lifesaving programs and works year round to raise the necessary funds to meet the demand for our services.

#### POSITION PURPOSE

To further the mission of the camp through the development and delivery of arts and crafts activities that are creative, safe, fun, and appropriate to the participants' ages and abilities.

#### KEY RESPONSIBILITIES

- Develop and deliver an arts and crafts program that is appropriate for the ages and abilities of the participants
  - Write lesson plans that meet camp outcomes and the abilities of the participants.
  - Evaluate abilities of participants, including staff & volunteers.
  - Design and deliver arts and crafts activities that make use of different art mediums and the camp's natural environment while using the art resources most efficiently.
  - Evaluate the success of the arts and crafts program and make changes if necessary.
- Ensure that camp staff and campers know and follow safety and educational procedures
  - Assist in the implementation of staff training for arts and crafts.
  - Train other staff in their responsibilities at the arts and crafts area.

- Ensure that both campers and staff follow safety procedures.
- Assist counselors with the development of art kits for use by deck groups and for special events.
- Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
  - Maintain the arts and crafts equipment and supplies.
  - Ensure the security of the arts and crafts equipment and supplies, including taking inventory and planning for replacement of supplies in a timely manner.
  - Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
  - Clean arts and crafts area to keep it free of hazards and debris.
- Participate enthusiastically in all camp activities; plan and lead those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Assisting with deck counseling duties including midnight checking and sleep-in.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

#### EQUIPMENT USED

- The Arts & Crafts Program Coordinator may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Scissors
  - Glue
  - Hot glue guns
  - General craft supplies
  - Diabetes related equipment

#### STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

#### ESSENTIAL QUALIFICATIONS

- Documented experience in arts and crafts instruction.
- Must be able to obtain or become certified in First Aid/CPR and AED for infant, child, and adult.
- Must be able to interact positively and enthusiastically with all age levels and people from all backgrounds.

#### DESIRED QUALIFICATIONS

- Training and experience in teaching arts and crafts to children, teens, and adults.
- Desire and ability to work outdoors with participants in varied conditions.
- Ability to encourage participation by campers and staff by providing activities that are fun and provide high interest to the group.

#### COMPENSATION & BENEFIT INFORMATION

\$574 per week (prorated to \$95.76 per day), with meals and outdoor lodging included.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online.  
Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*