

Radnor Township Parks & Recreation Department **Radnor Day Camp / Creative Crafts Coordinator**

Radnor Day Camp Mission Statement

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

Creative Crafts Coordinator

Responsibilities of the Creative Crafts Coordinator include, but are not limited to, the planning, programming, and overall administration of the Creative Crafts portion of Radnor Day Camp as it fits within the Radnor Day Camp objective. The Creative Crafts Coordinator is also accountable for the management, supervision and evaluation of affiliated staff members when they report to the Creative Crafts segment of Radnor Day Camp. The Creative Crafts Coordinator is supervised by the Director and Assistant Director of the camp, and the Radnor Township Parks & Recreation Department Staff. The Creative Crafts Coordinator's performance will be monitored and evaluated for the duration of their employment.

Other duties include:

- Effective leadership and enforcement in relating all Radnor Day Camp policies and procedures, including those related to safety, accountability, logistics, health, and daily operations as they impact camp staff, campers, and families.
- Developing, coordinating and administering all components of a Creative Crafts program for Radnor Day Camp including: the creation of age-appropriate activities and group games; the activity development and logistics in relation to the Radnor Day Camp on-site location; the administration of safety procedures with regards to the program/activities and group games; the communication of and attendance of special events (i.e. End of Camp Art Gallery at the annual Camp Performance) and games activities with respect to all Radnor Day Camp staff and campers.
- Supervising the scheduling and procedures of constructive and recreational Creative Crafts activities, along with assisting the Radnor Day Camp Director in the direction of facility operations associated with the Radnor Day Camp Program
- Assisting in the planning of purchases of requested operating supplies (in cooperation with the Recreation Department Program Supervisor) in a cost-effective manner prior to the start of camp.
- Maintaining an inventory record of all equipment and related operating supplies for the Creative Crafts programs and activities.
- Communicating effectively and professionally with staff, campers and their families, and all related camp personnel with regard to all areas of camp operations.
- Adhering to all Radnor Day Camp personnel guidelines as outlined in the Camp Staff Handbook.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Providing information, in cooperation with incident witnesses and incident affiliates, for respective supervisors for completion of incident reports.
- Handling daily camper and staff development to insure safety, leadership, communication and accountability.
- Reporting to and communicating important information in an expeditious manner, such as staff, camper, and camp family matters (for example, disciplinary or medical in nature), and those related to the camp facilities and operations.
- Acquiring and administering effective feedback and evaluation for and from all Radnor Day Camp staff, participants, parents, et. al. in anticipation of future growth and progress of the Radnor Day Camp Program.
- Fulfill camp-wide positions as needed at camp.
- Providing camp content, promotions, and conducting community outreach as assigned.
- Attending and/or conducting required staff meetings.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories of recreational art, creative expression, handicrafts, etc. as they relate to elementary and/or early childhood education.
- Knowledge of the theories and philosophies of recreation and the ability to interpret and relate them to participants.
- Ability to formulate and administer an effective Creative Crafts program to meet the needs of related participants.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.

Employment Parameters:

- Creative Crafts Coordinator is required to work the duration of Radnor Day Camp with no exceptions unless permission is granted prior to the first day of camp. Only under particular circumstances (i.e., emergency, ill health) will the Creative Crafts Coordinator be granted a leave of absence.
- Creative Crafts Coordinator is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- Creative Crafts Coordinator's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- Creative Crafts Coordinator is required to perform any and all activities associated with the Radnor Day Camp program.

Conditions of Employment/not limited to the following:

- Radnor Township Employment Application including voluntary disclosure statement
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
 - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township
- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- In-person interview by Township Staff including the Township Manager (For all New Hires)
- In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
- Mandatory Training Sessions for all Staff Members
- Current CPR, AED, & First Aid certification (All Staff)
- Mandatory Completed Paperwork