

Newfound-Owatonna Creative Arts Director Job Description

The Position:

The role of the Creative Arts Director is to ensure that the Creative Arts program operates in support of the camp's Mission and Vision, and to provide daily metaphysical support to camp. The Director is responsible for student enrollment, staff recruitment, developing and implementing the camp program, and for the well-being of all students and staff. The Director is hired by the Executive Director and reports to him/her. The Director manages the day-to-day operations of Creative Arts.

Camp Vision:

Christian Science lived and loved through a great summer camp experience.

Camp Mission:

Our mission is to nurture growth, healing, and trust in God, to

- Love one another
- Be the best
- Give Gratitude
- Have Fun

in a safe and loving environment.

Creative Arts Mission:

To encourage the exploration of creative and artistic endeavors of adults in a Christian Science atmosphere. Students will overcome limitations, have fun, and gain a deeper appreciation of their God-given talents with the support of their teachers and fellow classmates.

Specific Responsibilities:

Metaphysical

Pray daily for camp.

Select and provide to staff the annual metaphysical theme.

Enrollment

Contact prospective students to enroll in Creative Arts.

Develop, in concert with the Executive Director and Communications Director targeted marketing to prospective and returning Creative Arts students.

Provide updated contact information on students, staff and prospects to the office in order to maintain an accurate database.

Staffing and Management

Target, screen, assess, and hire potential teachers and AIR (Artist in Residence) candidates.

Manage appropriate follow up with qualified candidates throughout the hiring process.

Hire cook, assistant cook/kitchen staff/kitchen manager.

Hire a lifeguard.

Send out and collect contracts to hired staff members.

Camp Operations

Develop daily and weekly schedules.

Provide support to staff, openly communicating with them.

Edit and copy all forms for guests.
Assign students and staff to cabins.
Check cabins and classrooms for cleanliness before students and staff arrive and after they depart.
Ensure that staff is aware and understands all critical camp policies and procedures.
Effectively manage all camp and program equipment.
Ensure that camp operates in compliance with all American Camp Association (ACA) standards and Maine Health standards.
Implement Risk Management policy during camp operations.

Marketing

Work with teachers to provide the content for marketing materials including all class descriptions and staff bios on the website. Write or help select writer for Call of the Loon article biannually and other communication with camp family.
Share website ideas with the Executive Director and the Communications Director.

Board Interaction

Write Board Report on Creative Arts for Board meetings three times/year.
Welcome any visiting Board members to camp during Creative Arts.

Other:

The Director lives and works at camp during Creative Arts. The commitment on-site is 10-12 days in late August 1-2 days to set up prior to camp starting and 1-2 days after for clean up.)
He/she maintains a home office during the rest of the year.
Time is spent during the year to recruit students, recruit staff and AIRs, and to prepare for Creative Arts.
The Director works collaboratively with the Executive Director and the Facilities Manager to ensure camp is set up for Creative Arts and cleaned up after.

Experience and Competencies:

Class taught with a strong metaphysical foundation. Active church member. Able to discern individual strengths and develop a team of staff members who complement each other.
Strong background in the arts and a demonstrated expertise in some art form, with a preference for a BA or graduate degree in the arts.
Strong interpersonal skills, with the ability to engender trust, respect, and camaraderie among staff members, AIRs, and students.
Able to work with a diverse group of people, including the Executive Director and the support staff (kitchen, office, housekeeping, and maintenance).
A track record of successfully engaging people in activities and persuasively communicating the value of participation.
Excellent organizational and follow through skills to manage multiple priorities and activities at once.

Personal Characteristics and Qualities:

Spiritually-minded
Understands and leads by camp's mission and vision
A self-starter
A good listener
An inclusive team builder
A positive role model
An open and effective communicator
Flexible
Joyful

Fun loving
Dedicated
Energetic
Focused
Persevering
Attentive to detail and follow-through