



ARTS AND CRAFTS PROGRAMMER

The Arts & Crafts Programmer's primary role at the BC Easter Seals Summer Camp is to work on the programming team to provide a wide variety of fun, safe, camp activities that uphold the Camping Program Objectives and comply with the Society's Policies and Procedures, while further developing camper's appreciation, enjoyment and skills surrounding art and drama.

Duties include, but are not limited to the following:

Program

- Provide a wide variety of activities related to arts and crafts. This will include regular program activities as well as all camp activities. These programs will be safe, fun and adapted so that all can participate.
- Programs must satisfy the following requirements:
 - They are unique to the camp environment.
 - They are a safe, fun and encouraging experience.
 - They encourage the development of physical and social skills, and focus on ability and independence.
 - They are age appropriate and encourage a health leisure repertoire.
 - They contribute to the camper's development as an individual and as a group member.
 - They are imaginative and flexible (i.e. taking weather, energy levels and physical, medical, emotional needs into consideration).

General

- Complete all necessary paperwork and documentation in time required.
- Foster a co-operative working atmosphere at all times.
- Work night duty and rest duty as required.
- Attend and participate in program and all staff meetings.
- Establishment and organisation of the Programmer Office, ensuring it is kept well stocked and in good order.
- Responsible for weekly program area and site cleanup. Responsible for all aspects of end of season cleanup for their area and assisting with general end of season site cleanup
- Maintain an inventory of supplies to be submitted at the beginning and the end of the camping season. Purchase supplies as required according to purchasing guidelines, while staying within the program budget.
- Responsible for all aspects of a program including preparation and clean up.
- Advertise and promote programs to campers and staff.
- Assist Counsellors and Personal Support Workers in adapting the activities to the specific needs of the camper.
- Submit a Programmer Report for each session that describes both regular programs and all camp activities.
- Submit a Year-End report at the end of the summer.
- Other duties as directed by the Camp Coordinators.

A&C Duties

In addition to general program duties, the A&C will:

- Oversee the A&C room and attempt to keep it in a relatively clean and organized condition.
- Maintain adequate art supplies throughout the summer while keeping within the budget.
- Facilitate and promote drama games & plays.
- Ensure adequate supplies are available at the end of each week for counsellors to make camper awards.

Orientation Duties

- Review past A&C reports and inventory lists.
- Place an order for Arts & Crafts supplies.
- Contact local stakeholder who may have free supplies.
- Set-up the Arts and Crafts room in order to create an organized and useable public space.
- Facilitate an 'A&C' session for the staff which orientates them to the systems, rules and the philosophy of the A&C room.
- Ensure adequate supplies are available in order to make staff awards at the end of orientation.

End of Summer Duties

- Submit an end of the year inventory list and wish list to the coordinators.
- Ensure all supplies are stored away in an organized fashion and that the A&C room is back in its original condition.
- Write up an A&C year-end report.

Safety

- Recognise the hazards of the program, the variety of participant abilities and the environmental factors. Take steps to ensure hazards are removed or minimised as much as possible. Ensure equipment is cared for and maintained and old, damaged, unsafe or unsuitable equipment is repaired or discarded and replaced immediately.
- Be completely familiar with and uphold all policies and procedures related to their area, as well as a basic familiarity with other program areas. Ensure Society's objectives are maintained and adhere to all other general staff policies and procedures.
- Receive WHMIS training on the safe and proper usage of cleaning chemicals.