

Kiwanis Club of Windsor Sunshine Point Camp

POSITION DESCRIPTION – ARTS AND CRAFTS LEAD and COORDINATOR

Please submit resume and cover letter to kiwaniscamp2018@gmail.com

About Sunshine Point Camp and the Kiwanis Club of Windsor

The Kiwanis Club of Windsor has been incorporated for close to 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 beginning July 8, 2018. Five weeks are reserved for boys and girls ages seven to eleven. Weeks 3 and 7 are reserved for 12 – 14 year olds. Each camp period runs from Sunday afternoon till the following 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 with orientation and training July 2 – 6. Our staff spend the weeks on site and may sleep in a campers cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff joins our campers for all meals.

Position Summary

Reporting to the Camp Director, 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 Program Coordinator in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

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 Police Clearance for vulnerable sectors required
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred
- Preference given to those currently 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
- Assist in planning, scheduling, implementation, and participation in all camp activities
- Interaction with campers and dealing with problems as they arise
- 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 Director in ensuring camp is left clean, safe, and in good order at end of camping season
- Other duties as assigned by Camp Director or Camp Committee