



# Tate's Day Camp

## Arts & Crafts Instructor Job Description

### Overview

The Arts & Crafts Instructor at Tate's Day Camp brings creativity to life! This role is perfect for someone who loves creating, teaching, organizing, and sparking imagination in campers of all ages. You'll plan and lead hands-on art projects, create themed activities each week, and help campers explore their creativity in a supportive and fun environment.

We hire patient, energetic, detail-oriented staff who enjoy working with children and want to design meaningful, confidence-building art experiences. Arts & Crafts is a core part of camp culture, and your classroom becomes a place where campers feel safe to try new things, make masterpieces, and express themselves — “The Fun Professionals” way.

### What You'll Love About This Job

- The freedom to design and lead creative projects
- A dedicated art space stocked with materials (that you help organize!)
- Paid training and support from experienced supervisors
- Consistent daytime schedule with nights & weekends off
- Working outdoors and indoors on a beautiful 54-acre campus
- A close-knit, fun-loving team of primarily college-age staff
- The chance to help kids express themselves and feel proud of their creations

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### Minimum Qualifications

- Training or experience in leading arts & crafts for children
- Ability to plan, teach, and demonstrate creative skills
- Ability to set up and manage an organized workspace
- Desire and ability to work with children outdoors and indoors
- Good character, integrity, adaptability, enthusiasm, and patience
- Ability to accept guidance and feedback from supervisors
- Strong communication and teaching skills
- Ability to fulfill all Essential Functions of this job
- Successful completion of a background check and drug test

### Responsible To

Camp Directors • Program Directors

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### Core Responsibilities

#### 1. Lead Daily Arts & Crafts Activities

##### Specific Responsibilities:

- Plan, teach, and supervise arts & crafts activities for a specific age group
  - Demonstrate skills clearly and guide campers step-by-step
  - Provide project adaptations for different ages, abilities, and learning styles
  - Foster creativity, confidence, and self-expression in campers
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## 2. Prepare, Organize, and Maintain the Art Space

### Specific Responsibilities:

- Set up the arts & crafts area before the first day of camp
  - Organize, inventory, and maintain art supplies and equipment
  - Keep a clean, safe, and welcoming workspace
  - Request repairs or supply purchases when needed (within budget)
  - Pack and store all art materials properly at the end of the season
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## 3. Create Themed Art Curriculum

### Specific Responsibilities:

- Develop weekly lesson plans that align with camp's weekly themes
  - Choose engaging, age-appropriate projects that support theme goals
  - Adapt lessons for rainy-day or indoor-only programming
  - Update and refine curriculum based on camper needs and feedback
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## 4. Support Camp Operations and Special Events

### Specific Responsibilities:

- Train staff on their role in arts & crafts during staff training
  - Assist with special events (fun nights, picnics, family events, campouts)
  - Work as a counselor when needed
  - Attend weekly staff meetings
  - Provide thoughtful end-of-season recommendations
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## The Tate's Standard

At Tate's Day Camp, we build people up — never tear them down. Arts & Crafts is a place where creativity thrives and every camper can feel successful. Your energy, organization, and kindness help bring the magic of camp to life in colorful, hands-on ways.

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## Additional Notes

This job description is not exhaustive. Duties may be reassigned or expanded as needed to maintain a safe, fun, and impactful environment for campers.

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## Essential Functions of the Job

These functions are fundamental to the Arts & Crafts Instructor role and reflect expectations for staff teaching hands-on activities in an indoor/outdoor setting. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. **Ability to communicate clearly** with campers, coworkers, and supervisors; provide artistic instruction; and support varying developmental levels.
2. **Ability to observe and assess camper behavior**, responding to frustration, safety concerns, or emotional needs appropriately.
3. **Ability to maintain a safe activity environment**, enforce safety rules, and respond calmly and quickly in emergencies.

4. **Visual and auditory ability** to identify hazards, supervise groups, and monitor use of art supplies and tools.
5. **Physical ability** to set up and clean workspaces, lift or move supplies up to 25 pounds, and stand, walk, bend, or reach for extended periods.
6. **Ability to work indoors and outdoors** in varying weather conditions.
7. **Ability to maintain emotional regulation and focus** in a creative, sometimes messy, and high-energy environment with children.