



MT. HOOD KIWANIS CAMP, INC.

83500 E. Kiwanis Camp Rd., Government Camp, OR 97028

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SEASONAL JOB DESCRIPTION

JOB TITLE:	ARTS AND CRAFTS FACILITATOR (PROGRAM STAFF)
REPORTS TO:	Assistant Director- Program Areas (Program AD)
JOB STATUS:	Seasonal Position; Four 2-week sessions available mid-June through mid-August
SALARY:	\$800/2-week session (One 2-week session commitment required)

MHKC OVERVIEW:

At Mt. Hood Kiwanis Camp (MHKC), we're on a mission to help empower children and adults with developmental disabilities through equitable access to the outdoors and recreation. Our primary program is Summer Camp, occurring from June to August and serving over 500 individuals with developmental disabilities at our 22-acre campsite in the Mt. Hood National Forest. Campers have varying abilities and needs, with counselors and staff supporting activities of daily living including personal care, mobility, communication, dining, behavior management, socialization, and activity engagement. We offer a variety of accessible and adaptable activities ranging from an adventure course and horses to swimming, biking, and hiking. Summer Camp isn't just fun; it creates profound and transformative experiences, fosters skills development, and builds a strong sense of community.

This experience is not just for our campers, but our dedicated counselors and staff too. At Camp, staff develop and practice a variety of transferable skills including communication, critical thinking, leadership, creativity, collaboration, and professionalism. Joining the Mt. Hood Kiwanis Camp seasonal team is an immersive, challenging, and incredibly rewarding experience. Each day is full of action and engagement, with an abundance of opportunities for personal and professional growth while positively impacting the lives of our campers and each other. Together, we cultivate an environment of experiential learning, play, and teamwork while delivering high-quality care and an enriching camp experience. The work we do requires and promotes empathy, intentionality, self-reflection, a growth mindset, adaptability, and flexibility. At MHKC, we are committed to creating a safe, inclusive, and equitable workplace for all and strive to provide a valuable experience for our staff.

EQUITY STATEMENT:

Mt. Hood Kiwanis Camp (MHKC) honors organizational diversity with regard to race, gender, sexual orientation, gender identity, age, culture, language, and all abilities. This deepens understanding in everyone, making MHKC a more equitable and inclusive organization to the benefit of all. We seek to raise self-awareness of our gaps in equity and inclusion by consciously creating, monitoring, and maintaining diversity among our campers, staff, volunteers, and board of directors.

ANTI-RACISM STATEMENT:

We acknowledge that racism is pervasive and exists. As an anti-racist organization, we vow to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. We will acknowledge and dismantle any racism that occurs within our organization, whether it be conscious or unconscious. We will also challenge ourselves to understand and correct any inequities we discover and gain a better understanding of ourselves during this continual, purposeful process.

POSITION SUMMARY:

The Arts and Crafts Facilitator at MHKC prepares and implements various age-appropriate and adaptable activities including guided painting, tie-dye, wood cookie decoration, wishboat construction, and more. Initiative, organization, enthusiasm, modeling, and active facilitation are essential to a successful program in which all campers are engaged in a meaningful way and counselors are focused on nurturing connections through art. Program Staff also provide camper care support and plan and lead evening activities such as hikes and skits.

ESSENTIAL FUNCTIONS:

1. Deliver safe, fun, engaging, and inclusive arts and crafts programming to campers.
 - a) Prep and actively facilitate whole group pre-planned arts and crafts.
 - i. For groups of 7-10 campers with counselor and staff support; 2-4 groups per day
 - ii. Follow planned main art activities as scheduled including Tie Dye making and rinsing.
 - iii. Provide a couple of self-facilitated activities for campers to participate in as an alternative if needed to main activities.
 - iv. Model engagement and direct staff and counselors to participate and support.
 1. Redirect counselors from doing projects for or without campers.
 2. Demonstrate adaptation techniques and tools for counselors and staff.
 - b) Evaluate the success of Arts and Crafts programming based on campers' involvement; adjust accordingly.
2. Follow all safety/maintenance procedures and ensure campers, counselors, and staff know and follow all safety regulations while at Art.
 - a) Maintain and care for the Art facilities, equipment, and supplies.
 - i. Set-up, clean-up, and organize Art equipment/supplies each day.
 1. Conduct a daily check of the program area and equipment for safety, cleanliness, and working conditions.
 2. Clean and organize arts and crafts area, after each group/as needed, to ensure it is safe and feels welcoming.
 - ii. Maintain inventory logs and communicate ordering needs to the Program AD.
3. Participate in additional Program Staff member duties.
 - a) Assist with the planning and facilitation of evening programming including hikes, skits, and songs.
 - b) Provide support to assigned group at all meals and in the evenings for nighttime routines & coverage.
 - i. Support camper care and Activities of Daily Living including personal care, mobility needs, dining supports, communication, and behavior management.
 - ii. Take direction from the Counselor Supervisor, keep group staff informed, and collaborate on needs and concerns.
 - iii. Model engagement, initiative, willingness to learn, teamwork, and positive feedback.
 - c) Attend team and individual meetings.
 - d) Maintain group Art kits.
 - e) Other duties as assigned, including assisting others as needed and cleaning.
 - f) Positively and professionally represent MHKC, understanding the Arts and Crafts Facilitator's role in providing "customer service".
4. Communicate and collaborate with other staff to maintain a healthy, positive, and effective working environment.
 - a) Collaborate with the Program AD to determine individual and program area goals and facilitate growth.
 - i. Engage in self-reflective assessments and coaching sessions.
 - b) Keep the Program AD informed and ask for assistance as needed.
 - c) Engage in problem-solving and conflict resolution as needed.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

DESIRED ABILITIES, SKILLS, & EXPERIENCE:

- Experience planning and facilitating arts and crafts programming is preferred, or experience in therapeutic recreation, arts and crafts, or related program.
- Experience working with individuals with developmental disabilities is preferred.
- Ability to communicate effectively before groups of people and one-on-one, tailoring instruction and directions based on the needs of the group or individuals.
- Ability to manage a dynamic environment and facilitate engagement.
- Ability to manage time, maintain professionalism, collaborate, accept supervision, and self-reflect.
- Model initiative, creativity, enthusiasm, patience, adaptability, flexibility, and learning.
- Ability to prioritize the needs of campers, counselors, and Camp while promoting and modeling self-care.
- Ability to observe behavior/situations, assess appropriateness, enforce safety regulations and emergency procedures, and utilize behavior-management techniques as necessary.
- Ability to support campers in their Activities of Daily Living including personal care (toileting, dressing, showering, and feeding) and transfers (assisting with moving someone from one place to another, such as a wheelchair to a bed).

REQUIREMENTS:

- Pass a background check per MHKC, American Camp Association (ACA), and Department of Human Services (DHS) guidelines.
- At least 18 years of age by time of employment. Applicants 16+ may be considered.
- Current Oregon Food Handler's License or obtain by June 15.
- Current Adult First Aid/CPR/AED Certification from the ACA recognized certifications list or obtain by June 15. Adult & Pediatric Certification required if working Session 1.
- Complete all required training, online and in-person.
- Live on property Sunday-Saturday of first week of session(s), and Monday-Saturday of second week of session(s).
- Refrain from the use of drugs and alcohol, including recreational and medicinal cannabis, while in residence at MHKC.
- Ability to transport self to and from Camp. Carpooling or drop-off is recommended and encouraged.
- Contribute to a positive and healthy Camp culture and environment, committing to caring for the community and property.

WORKING CONDITIONS:

- Working hours can range from 7:00AM-11:00PM with a 1-hour break each day.
- Camp is very active, with individuals moving inconsistently up to 5-10 miles a day.
- Some duties of this position are performed outdoors, and employees may be exposed to variable weather elements and temperatures. Employees may experience bug bites or be exposed to bodily fluids and blood-borne pathogens.
- All buildings and areas at Camp are tobacco/vape-free except for 1 designated area on-site.
- It is not recommended that staff have other commitments while on contract, such as school, remote work, and weddings. Camp is exhausting mentally, emotionally, and physically at times and it is essential that staff utilize their breaks for self-care and to recharge.