

Arts and Crafts Coordinator

Hidden Villa Summer Camp

Hidden Villa Farm and Wilderness preserve is seeking an energetic, responsible team player for the position of Arts and Crafts Coordinator. Hidden Villa is a non-profit, public benefit corporation with a 60-year history, focusing on environmental education. We use our organic farm, wilderness, and community to teach and provide opportunities to learn about the environment and social justice. Hidden Villa stretches over 1600 acres of open space in the foothills of the Santa Cruz Mountains, about 40 miles south of San Francisco.

Our mission is to inspire a just and sustainable future through our programs, land and legacy.

Desired Qualifications

- Training and experience in arts and crafts
- Ability to teach creative-arts activities within the framework of Hidden Villa's mission
- Current CPR, First Aid, and CA Food Handler certifications; or willing to obtain
- Experience working with and teaching youth
- Excellent organizational and time management skills
- Ability to work with little supervision
- Ability to live onsite in a community with little privacy
- Desire and ability to work with youth in an outdoor setting
- At least 19 years of age
- Good character, flexibility, sense of humor, patience and self-control

Responsible To: Camp Directors

General Responsibility

Oversee Hidden Villa's Arts and Crafts program. Coordinate the use and distribution of supplies and materials as well as use of the Art Hut. Teach campers and staff a large variety of arts and crafts that are fun and support Hidden Villa's Mission.

Specific Responsibilities

1. Train counseling staff on use of Art Hut and art supplies.
2. Coordinate and manage the scheduling of the Art Hut and art supply request for counseling staff.
3. Support counseling staff to plan and implement art and craft activities.
4. Observe counseling staff during art activities and provide written feedback
5. Teach a variety of arts & crafts to campers.
6. Conduct a daily check of arts and crafts area and equipment for safety, cleanliness and good repair.
7. Submit orders for any necessary equipment or supplies, ensuring timely arrival of materials. Maintain an inventory of all supplies and equipment.
8. Each session "adopt" a program to support during unstructured time.
9. Wash dishes and provide Night Watch relief for residential programs once per week.
10. Submit a written report at conclusion of the summer evaluating the current season and making suggestions for the following season.
11. Eat meals with residential programs and participate in the evening activities, except when scheduled for time-off.
12. Serve on the all camp management team.
13. These are not the only duties to be performed. Some duties may be reassigned as required

Essential Functions

1. Ability to communicate and work with groups of all ages and skills levels participating, and provide necessary instruction and communication of safety procedures to staff and campers.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Cognitive and communication abilities to plan and implement activities to achieve camper development objectives.

Benefits: \$360 per week + experience. Shared housing and meals.

Hidden Villa is committed to diversity in our workplace. We do not discriminate on the basis of any protected category.