

**THE SALVATION ARMY**  
**METROPOLITAN DIVISION – Wonderland Camp and**  
**Conference Center**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Creative Arts Manager/Senior Counselor  
**LOCATION/DEPT:** Wonderland Camp and Conference Center  
**REPORTS TO:** Program Manager  
**FLSA CATEGORY:** Non-Exempt  
**STATUS TYPE:** TFT

**OUTCOMES**

The Creative Arts Manager will ensure quality programming and provide leadership in program objective areas. They are to maintain their area in readiness for activity periods and work cooperatively with the Camp Leadership to facilitate scheduling. Will provide creative art activities with hands-on experience for the campers and with a Christian message. Will provide assistant leadership to the Snack Shop area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Creative Arts

1. Coordinate the overall production of Jesus Theater. Work with Camp Leadership in planning this event.
2. Manage photography and video for the Wonderland Camp summer sessions.
3. Assume responsibility for supervision and instruction or program skill area skills.
4. Coordinate program with other specialists to develop relational goals and objectives.
5. Conduct Creative Arts orientation during counselor staff training.
6. Prepare lesson plans and delegate responsibility to counselors taking part in creative art activities. This could be during class period and free time.
7. Maintain program area daily (Lower Cardinal and Maple) for cleanliness, care, organization and safety.
8. Work cooperatively with Unit Leaders and counselors in planning camper activities.
9. Prepare and inventory prior to storage of all equipment and materials. Submit a list of purchase needs for the coming summer.
10. Obtain approval for all program purchases.
11. Plan rainy day activities for your program area.
12. Assist in preparation and implementation of evening programs.
13. Assist with maintaining assigned lodging (lights out, doors locked, curfew compliance, cleaning schedule, camp guidelines and prayer time.
14. Complete accident reports for any accidents involving campers and staff.

15. Assist with orientation of new staff members.
16. Prepare lesson plans and delegate responsibility to counselors assigned to creative arts area.

#### Snack Shop

1. Provide efficient service to all customers with a cheerful attitude.
2. Maintain the premises in a clean - sanitary condition at all times (both inside and outside the building). Inspect and assure that Catalpa is clean, safe, and in good repair (Complete work requests – turn in to Maintenance Supervisor).
3. Keep shelves stocked and merchandise marked (maintain inventory within seasonal parameters). Work with Snack Shop manager for all ordering needs.

#### Camper Interaction

1. Assist with camper check-in and continue to monitor camper and staff needs daily.
2. Instruct and lead camper activities.

#### Other Duties

1. Participate in leadership training week.
2. Maintain program buildings and property; turn in maintenance requests to Program Manager.
3. Assist with transportation of campers and staff.
4. Maintain a sense of professionalism in nature areas: self- control, service positive attitude, work ethic and sense of ministry.
5. Complete ARC CPR for the Professional Rescuer and Standard First Aid.
6. Maintain a servant attitude; function as part of the ministry leadership team.
7. Provide efficient service to all customers with a cheerful attitude.
8. Help prepare and distribute staff evening snacks.
9. Participate in and encourage attendance at staff devotions, outings and worship services.
10. All other duties as assigned.

#### **REPORTING RELATIONSHIPS**

This position reports to the Program Manager.

In contacts related to this position's duties, this individual acts as a representative of the Army and its mission.

#### **PERFORMANCE MEASUREMENTS**

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

#### **EDUCATION/EXPERIENCE**

- Minimum 1 year of college or equivalent.
- Must have at least 1 year of experience as a camp counselor.

## **COMPETENCIES**

- Must be an individual of the Christian faith who has a strong personal relationship with the Lord, attends church on a regular basis, and a desire to lead others spiritually.
- Minimum age of 19 preferred.
- Knowledge and skills in creative arts field.
- Able to relate God's handiwork through creative art activities and in relationship with the Word of God in programming initiatives.
- Able to live on camp grounds throughout duration of employment.
- Current ARC CPR for Professional Rescuer and Standard First Aid.
- Some supervisory experience.
- Good communication and interpersonal skills.
- Demonstrated ability to use initiative and be a self-starter.
- An attention to detail.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- A commitment to support and promote the mission of The Salvation Army and a passion for camp ministry.

## **POSITION LIMITATIONS**

- This individual will only commit Army resources that have been allocated or approved.
- This individual will keep the Program Manager informed on all critical issues relating to there are of responsibility.
- This individual will adhere to all policies and procedures in carrying out the responsibilities of this position.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- This position is required to do light to heavy physical work.
- In order to successfully perform the essential functions of this position, the employee is regularly required to use of camp, snack shop and ropes or challenge course equipment.
- The work environment for this position includes an office and outdoor environment with a low to high noise level.

## **SIGNATURES**

\_\_\_\_\_  
SUPERVISOR/DATE

\_\_\_\_\_  
EMPLOYEE/DATE

Date: 3/17

## **THE SALVATION ARMY MISSION STATEMENT**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination