



**YMCA CAMP BELKNAP**  
**JOB OPENING: Arts Director**

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Camp Belknap seeks to fill the full-time summer seasonal Senior Staff position of Art Director. The primary responsibility of the Arts Director is to supervise all of Belknap's activities that are related to creative arts, crafts, studio art, woodworking, photography and camp slideshow/yearbook/newspaper. The Arts Director is a key member of the Senior Staff Team, reports directly to the Program Director, and will work closely with the Senior Staff, as well as with all levels of campers, leaders, and staff.

In addition, to being a willing steward of Belknap's mission and vision, the ideal candidate will consistently model the following traits: positivity, creativity, trustworthiness, respect for others, kindness, helpfulness, self-confidence, and a strong sense of personal responsibility. The candidate will also be able and willing to work to foster a sense of belonging in our increasingly diverse population, enthusiastically lead and participate in a range of activities that encourage youth development and understand the value of leading by example.

Program Responsibilities:

- Coordinate the arts programmatic schedule and curriculum
- Develop program specific activities/curriculum for the program
  - Specifically, work with various groups (leadership, kitchen, and maintenance) of Belknap to create a team approach to executing Belknap's programs and camp curriculum.
  - Identify ways to incorporate environmental sustainability into the arts.
  - Keep a keen eye on diversity and inclusion as art projects are considered.
- Facilitate and work with staff on preparation for art program periods
- Lead/teach activities
- Collaborate with the Program Director on coordinating and improving the art program.
- Manage of materials and supplies for art programming
  - Inventory and maintain all materials, order as necessary
  - Responsible for year-end inventory of all equipment and for making requests for the next year's program purchase.
- Train Staff
  - Implement and facilitate initial pre-camp training for staff with the goal of running successful program periods.
  - Lead in-service trainings for staff throughout the summer.
- Slide show, Yearbook, and newspaper responsibilities:
  - Capture the summer experience through photography and help manage collection of photos from various staff.
  - Produce the bi-weekly camp newspaper with staff and camper support.
- Submit a final report to directors evaluating program heads, programs, and program equipment.

### Senior Staff Responsibilities:

- Work with the Senior Staff on the operational management of Belknap
- Support the Executive Directors in the (development and) management of Belknap's camp culture
- Support Leadership Director in guiding leadership activities
- Mentor, support and advise cabin leaders and division heads
- Provide consultation and timely feedback to Executive Directors and Leadership Director on all issues surrounding camper, leader, and staff concerns
- Participate in regular staff meetings
- Be Visible as a Key Senior Staff person including participation in all camp activities and programs.

### Risk Management:

- Identify concerns and mitigate immediate dangers
- Support the continual improvement of Belknap's Risk Management processes and procedures
- Lead by Example in understanding/implementing all Risk Management processes and procedures

### Other:

- Support the execution or creation of key initiatives as directed by the Executive Directors
- Provide help with maintenance, kitchen and office staff when requested by Directors

### **Qualifications:**

- Excellent communication skills
- Ability to work outside in various climates
- Self-motivated with the ability to multi-task
- Ability to work and live well with others in a summer camp environment

### **Physical Demands:**

- While performing this job, employee is regularly required to stand, walk, reach, stoop, kneel and crouch
- Employee must occasionally lift and or move items up to 50 lbs.
- Employee must be able to walk entire camp property during day and in dark at night with flashlight.
- Maintain a physically and emotionally safe environment for campers.
- Employee must have mental and emotional capacity to exhibit good judgment and problem-solving.
- Employee must be able to manage their emotions to remain focused on the best interest of the campers and safety of campers.
- Employee must be able to maintain focus for extended periods while working long hours.

### **Belknap Overview:**

YMCA Camp Belknap is a traditional all-boys overnight camp located in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization. It is the mission of Camp Belknap to preserve the unique physical and spiritual environment where young men may forever build strong character, self-esteem, individual maturity and community responsibility; to acquire for life the skill of leadership and the value of good stewardship; to honor the history and traditions which are the Belknap experience; and to be a contributing citizen in the community it serves and from which it receives its benefit. Camp Belknap welcomes, supports, and celebrates all boys no matter their economic, ethnic, geographic, racial, religious, sexual, or social identity. We foster inclusivity, compassion, and selflessness and envision a camp where all identities, differences, and experiences are valued.