

# YMCA of Catawba Valley

## Job Description

**Position:** Art Specialist  
**Reports To:** Senior Program Director

**Branch:** Sally's YMCA  
**Classification:** Seasonal, Non-Exempt

### **General Function:**

Under the direction of the Senior Youth Development Director and consistent with the Christian mission of the YMCA of Catawba Valley the Art Specialist will be responsible for implementing pre-approved programs in specified art summer camps. The assigned summer camp programs will aid in the social development for the youth in the K-8th graders.

### **General Responsibilities**

- Develop course curriculum for specific training.
- Develop a measurement tool to evaluate the learning success for each participant.
- Responsible for developing lesson plans and implementing them during time of instruction.
- Instruct specialized classes at agreed upon scheduled times.
- Arrange for qualified substitutes to teach scheduled classes when necessary.
- Ensure the health and safety of each participant and maintain a safe and clean program site.
- Be a positive influence and advocate of the YMCA.
- Accept the goals and objectives of the YMCA and work to achieve them.
- Operate and maintain all specialized equipment needed to do job effectively.
- Take part in all training or in-service activities to develop proficiencies required performing job responsibilities.
- Attend staff meetings, promptly and prepared.
- Maintain positive relationships, open communication with YMCA personnel, participants, administration and volunteers.
- Participate in program enhancements including, but not limited to Day Camp Showcases.

### **Specific Requirements**

- Must be at least 16 years of age (minimum 18 years of age for licensed programs).
- 2 years minimum experience in working with children or in a art related field.
- Present a professional image to participants and general public.
- Strong decision-making skills, versatility, initiative, and human relation skills.
- Enthusiasm and the ability to work well with participants and develop harmonious relationships with staff, and members.
- Strong organizational skills
- Ability to assist in developing and implementing class curriculum in alignment with strategic program goals.
- CPR, First Aid, and Blood Borne Pathogens
- BSAC Training
- YMCA Child Abuse Training

### **Physical Requirements:**

Including, but not limited to:

Walking, stooping, carrying minimum of 50 lbs., sitting, standing, pushing, climbing, kneeling, lifting minimum of 50 lbs., and crouching.

### **Safety Policy:**

The Camp Counselor will be responsible for observing the following rules.

1. No Alcohol or drugs will be used on the job at any time.
2. Report all job accidents the same day the accident happens.
3. Obtain authorization from your supervisor for all non-emergency treatments for accidents.

4. Wear seat belts at all times in company vehicles
5. Keep the area where you work clean and neat at all times.
6. Do not remove or bypass any guards on any machinery at any time.
7. Ask you supervisor when you need additional equipment or instructions to get the job done safely.
8. Lift with your legs, not your back, and get assistance with loads over 50 pounds.
9. Advise your supervisor of any hazardous conditions.
10. Follow all other written and spoken safety rules.

**Effect on End Result:**

The Camp Counselor represents the YMCA in a professional, courteous, friendly, and helpful manner to program participants. This individual will provide a safe, clean, caring environment in accordance with YMCA child care and NC Division of Child Development guidelines at all times.

**Introductory Period:**

A 30-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction and suitability to the job.

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**Employee** **Date**

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**Supervisor** **Date**