

JOB RESPONSIBILITIES

DRAMA SPECIALIST



RESPONSIBLE TO: Program Team Leader

RESPONSIBILITY: To achieve camp goals with major responsibilities to oversee facilities, equipment, and activity leaders in drama activity program. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older
- Must have experience teaching drama
- Must have skills and knowledge in drama
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

ESSENTIAL FUNCTIONS:

1. Deliver a fun and high-quality drama program to campers.
 - a. Assist with writing or improving lesson plans and specific instructions to meet camp outcomes and the abilities of the campers.
 - b. Train activity leaders so that they are able to perform the skills expected of campers and are prepared to teach those skills to campers.
 - c. Teach activities and complete all necessary paperwork.
 - d. Fulfill equipment requisitions in a timely manner.
 - e. Monitor inventory and request additional supplies as necessary.
2. Ensure that camp staff and campers know and follow safety and educational procedures in drama activities.
 - a. Ensure campers and staff follow safety procedures for drama activities and equipment.
 - b. Observe activity leaders teaching and instruct as necessary.
 - c. Ensure that activity leaders are provided with lesson plans and written safety procedures.
3. Maintain drama facilities and equipment neat, clean, and in good repair.
 - a. Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - b. Maintain the drama equipment and facilities.
 - c. Clean drama area daily keeping it free of hazards and debris.
4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
 - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

PHYSICAL ASPECTS OF THE JOB:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

OTHER JOB RESPONSIBILITIES:

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor
- Participate in staff meetings
- Assist in other camp duties as needed