



YMCA of Greater Vancouver  
YMCA Camp Elphinstone  
Position Description

## **ARTS & CRAFTS/ DRAMA/ SPORTS (ADS) INSTRUCTOR**

REPORTS TO: PROGRAM COORDINATOR (LAND)

### **POSITION PURPOSE:**

The Arts and Crafts Drama Sports (ADS) Instructor is a part of the program staff team at YMCA Camp Elphinstone required to deliver general programs. The ADS Instructor will provide expertise, experience and skills specific to the operation of creative programs in arts and crafts/ drama and field, court and archery sports programs and providing support and direction to campers and staff using these areas. This person will be required to live on-site.

### **THE PROGRAM STAFF TEAM**

The group of staff known as the program staff is generally unattached to a specific group of campers. The responsibilities of this group extend beyond daily program delivery. Program Staff will help with planning and implementing special events, take turns as “staff of the day,” run meals and flagpoles and share in occasional supervision of cabin groups. This is a mature and responsible group of people who are at camp to further their experiences guiding children and to share their leadership with the rest of the camp community.

### **GENERAL DUTIES AND RESPONSIBILITIES**

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members and to provide opportunities for growth and learning. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, but is not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members’ role in the camp community is to serve our clients (campers) and to assist other staff in serving campers
- Understanding that the greater good of our client’s experience must be at the forefront in every decision made
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

As a program staff, the ADS instructor will be expected to:

- Provide behaviour management and general camper care assistance whenever possible
- Act as a role model at all times providing leadership and guidance to younger staff as well as campers
- Be available to assist in camp-wide programming, in transition times and during meal times

The ADS instructor will also be expected to: Ensure that the craft area, drama area, court area, field area and archery ranges are running smoothly and up to quality standard:

- Create and prepare A&C, Drama and traditional sports programs for use by cabin groups, sections or as part of daily program rotations
- Check all equipment and supplies daily and maintain clean and fully stocked areas with all equipment in good repair

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- Protect the assets of the YMCA. Specifically, the ADS Instructor will ensure that the equipment and supplies in his/her area is used according to generally accepted practice and is stored appropriately
- Provide resources and support to other staff in the areas of A&C, sports and drama activity programming

The ADS instructor may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

**QUALIFICATIONS/EXPERIENCE**

- Current Standard First Aid and CPR-C
- Some experience with creative and/or sports programs at camp
- Participation in 100% of YMCA Camps staff training

**COMPETENCIES**

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

**POSITION DESCRIPTION SIGN-OFF**

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check with a vulnerable sector search (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

*If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.*

*Signature:* \_\_\_\_\_

*Signature of Parent/Guardian:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Date:* \_\_\_\_\_