

ELIOT INSTITUTE
AFTERNOON ART COORDINATOR
(Revised January 2017)

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: An artist who enjoys teaching or facilitating the creation of art by other campers.

SPECIFIC RESPONSIBILITIES: [See Timeline]

AFTERNOON ART COORDINATOR
TIMELINE

BEFORE CAMP

- _____ Register for camp. If required, sign contract and Code of Ethics and return to Registrar.
- _____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- _____ Ask Dean for copy of inventory stored at Seabeck. See if there are any supplies you might use.
- _____ Assemble materials require for the art project proposed to/by the Dean, and arrange for their transportation to camp. Purchase supplies within budget, as agreed with the Dean.
- _____ In choosing supplies, be mindful of the Unitarian Universalist commitment to respect the interdependent web. Prefer supplies which are re-used, recycled, bio-degradable or non-toxic.
- _____ With the Volunteer Coordinator, set a time and place for art-making each afternoon.
- _____ Advertise the art workshop in the pre-camp newsletter. Inform campers of any supplies they may need to bring.

ARRIVAL DAY

- _____ Attend staff meeting.
- _____ See Storage Closet Manager to get supplies stored at Seabeck.

DURING CAMP

- _____ Put a notice in camp newsletter of what is planned for the next day.
- _____ Assist campers to create successful projects.
- _____ Coordinate daily clean-up and storage of supplies.
- _____ Attend staff meetings if requested by Dean.

LAST DAY OF CAMP

_____ Turn over any excess supplies suitable for storage to the Storage Closet Manager, together with an inventory list.

_____ Submit receipts for supplies to Dean.

AFTER CAMP

_____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.