

# JOB DESCRIPTION



**Position Title and Age Requirement:** Craft Specialist, 18 years old by June 1, 2019

**Job's Time Frame:** June 12-August 16, 2019

**Reports To:** Day and Resident Camp Manager

**Key Work Relationships:** counselors, fellow Program Staff (activity, adventure, media)

## Position Summary

The Craft Specialist runs the Craft Pavilion. They prepare several crafts for various age and camp groups each day. They work with both Day Camp and Resident Camp. They may be asked to help with special events in both camp sections. They must have creative ideas for all ages, and be able to execute them, while staying within the camp budget.

## Key Job Functions

- Plan, pre-test and lead individual craft sessions for campers up to five times a day, ages 5-18
- Explain, model and give clear instructions to campers as to how to create the craft
- Monitor and help campers complete their projects
- Ensure camper safety at all times, and instruct counselors on how to assist in leading craft activities
- Arrange samples or photos of projects in the Craft Binder
- Keep craft areas clean and orderly every day and handle camp equipment with care
- Keep written (in Excel or on Google Drive) inventory of craft materials and communicate needs promptly
- Participate in special events as needed
- Prepare take away crafts for pick up time in Day Camp
- Learn and follow emergency protocol as needed
- Fulfill early and aftercare duties for Day Camp as assigned
- Attend morning staff meetings and devotions
- Be in constant communication with the Camp Managers regarding daily schedules
- Clean up and winterize the Craft Pavilion at the end of the camp season
- Assist with camp evaluation
- Any other duties assigned by supervisor

## Experience and Qualities

- Experience in making crafts is preferred
- Committed follower of Jesus Christ with sufficient knowledge of the Bible
- Creative and innovative
- Organized and clean
- Safety-oriented
- Responsible and reliable, demonstrates high level of integrity
- Independent, takes initiative, and flexible
- Great communication skills
- Endurance and perseverance

## Working Conditions and Physical Requirements

- Must be able to maintain leadership and emotional stability while completing tasks, sometimes with little sleep and under stress
- Ability to stay energized from early morning till evening maintaining a positive attitude
- Must have great hand-eye coordination to create crafts
- Must be able to lift and carry up to 50lbs
- Must be able to successfully move around the Art Pavilion including inside the shed, navigate stairs to access storage, gather and sort out materials, and be comfortable working outdoors where wildlife is active

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements. All indicated qualifications, duties and requirements are essential job functions for purposes of the Americans with Disabilities Act (ADA).*