



# CRAFT DIRECTOR

## JOB DESCRIPTION

Please look over the job description that is required of the Craft Director during this summer. If you are hired for this position, the Program Dean will be reviewing this with you throughout 'In Camp Training'. We also encourage you to use this list as something to pray through in anticipation of camp and as you work during the summer.

## MINIMUM REQUIREMENTS

- Personal relationship with Jesus Christ
- Desire and ability to work with children in a camp setting
- Ability to create and teach craft projects
- Good character, integrity and adaptability
- Ability to relate to one's peer group

**RESPONSIBLE TO:** Program Dean & Program Director

## GENERAL RESPONSIBILITIES

- To assist the Program Director in organizing, running and implementing, the camp program in accordance with the purpose of Trout Creek Bible Camp.

## SPECIFIC RESPONSIBILITIES

1. Plan and provide a program of craft from each age group during the summer
2. Set up Craft Room during in-camp-training
3. Plan and order supplies for various projects, considering cost factor, demand and profit margin
4. Teach a craft activity club including instruction in a variety of craft projects
5. Utilize the natural materials around camp and plan crafts unique to the camping environment
6. Conduct initial and end-of-season inventory
7. Create check-out and return system for craft supplies
8. Create a legible, easy-to-understand price list
9. Prepare work stations for the making of team flags at the beginning of each week
10. Make signs, posters or banners, when requested by Leadership staff
11. Accurately process financial transactions and keep the cash box accurate
12. Make sure each camper picks up the craft they made on the last day of camp
13. Attend designated staff Bible studies and meetings
14. Some duties may be reassigned, and other duties may be assigned as required