



CRAFT DIRECTOR

Job Description

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

SPECIFIC RESPONSIBILITIES

- Plan and provide a program of craft from each age group during the summer
- Set up Craft Room during in-camp-training
- Plan and order supplies for various projects, considering demand and profit margin
- Follow all staff rules and regulations (The Law/Child Protection Plan/Social Media Policy)
- Teach a craft activity club including instruction in a variety of craft projects
- Utilize the natural materials around camp and plan crafts unique to the camping environment
- Conduct initial and end-of-season inventory
- Let the supervisor know if any supplies are getting low
- Create check-out and return system for craft supplies
- Create a legible, easy-to-understand price list
- Prepare work stations for the making of team flags at the beginning of each week
- Make signs, posters or banners, when requested by Leadership staff
- Accurately process financial transactions and keep the cash box accurate
- Getting the cash box from the office every Monday and turning in every Friday/Saturday.
- Make sure each camper picks up the craft they made on the last day of camp
- Attend designated staff Bible studies and meetings
- Sort camper and staff mail into the appropriate bins
- Some duties may be reassigned, and other duties may be assigned as required