

## **JOB DESCRIPTION FOR CRAFTS LEADER**

**POSITION:** Crafts Leader

**RESPONSIBLE TO:** Program Team Supervisors

### **QUALIFICATIONS**

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Police Record Check is required upon application.

### **RESPONSIBILITIES**

#### **General:**

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

#### **Specific:**

1. Develop and operate a program of guidance and instruction in a wide variety of crafts, geared to the ages and abilities of the campers including crafts for younger children and adults during Family Camps. (Balance continuing craft projects from previous years with implementing new crafts.)
2. Take responsibility for the SAFETY-consciousness of the crafts program, the campers, and the staff.
3. Incorporate spiritual application during crafts sessions.
4. Order and maintain adequate craft supplies for each camp.
5. Set a price for all craft items used by the campers.
6. Keep track of how much money each camper has spent in crafts. Input these numbers *daily* into the weekly crafts spreadsheet. Work with counselors to ensure that campers do not spend more than they have put in.
7. Keep all equipment ready for use.
8. Be trained in the use of the ceramic kiln. Set a time daily for it to be fired.
9. Keep the craft area neat, clean and orderly.
10. Support, train, disciple and give leadership opportunities to LDTs assigned to the Craft Shack.
11. Take inventory at the beginning and close of summer camp.
12. Assist with drama and worship team according to skills and giftings.
13. Assist in Sunday camper registration and Saturday camper pick-up as assigned.
14. Attend and participate in all Evening Specials and Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere at these activities.
15. Host meals as required within Program Team scheduling.