

JOB DESCRIPTION ARTS & CRAFTS DIRECTOR

PURPOSE: Plan out, prepare for and lead all Arts & Crafts activities during scheduled times during camp.

RESPONSIBLE TO: Program Coordinator and Camp Director

QUALIFICATIONS:

1. Be a committed Christian with a dedication to Christ and His church
2. Be at least 16 years of age
3. Willing to fulfill all of the responsibilities listed below
4. Have experience serving at a church camp, or a church ministry or working with children
5. Be willing to follow the Camp Director's leading and do whatever they require to carry out the camp
6. Be fully committed to the staff and campers at the camp and be willing to put forth my very best effort in this position to make it the best possible experience for all involved.
7. The person holding this position can come & go as needed to specifically carry out only Arts & Crafts times or can be a position held by someone who is also a counselor or CIT at the camp.

RESPONSIBILITIES:

1. Must complete all required forms, clear background check and complete child protection training prior to camp starting. Must participate in all pre-camp training sessions.
2. Must maintain a positive attitude at all times during camp and practice Christian principles during all activities.
3. Work with the Camp Director prior to the start of camp to be sure that all scheduled Arts & Crafts have an activity planned and that all equipment/supplies are available to carry them all out.
4. Submit request for any additional equipment/supplies needs to the Program Coordinator. New purchases need to be approved ahead of time. Any approved purchases made must have receipts turned in for reimbursement prior to the end of camp.
5. Set up for and lead Arts & Crafts activities during each of the scheduled times. Explain and oversee each Arts & Crafts activity. Counselors and CIT's are to be available to help during these times SO ask for their help as necessary during Arts & Crafts activities. Clean up area after each Arts & Crafts time and be sure all equipment/supplies are put away in their designated storage area.
6. If there are Arts & Crafts times that you are not able to lead for any reason, work with the Camp Director ahead of time to be sure that a leader is designated to cover in your absence.
7. Encourage a Christian attitude and good sportsmanship during all activities, and ensure that every camper has an opportunity to participate in all Arts & Crafts activities.
8. Notify the Camp Director of any behavioural issues with any campers during Arts & Crafts times.
9. Complete an evaluation over each camping session.
10. Immediately notify the Health Officer (Nurse) of any medical emergencies that arise during Arts & Crafts times.
11. Help the Program Coordinator clean and store any Arts & Crafts equipment/supplies at the end of the camping season in designated storage areas.