

# **ARTS & CRAFTS COORDINATOR JOB DESCRIPTION FOR CAMP LAKEVIEW**

## **Required Qualifications**

1. Minimum age - 18 years old and completed one year in a post-secondary educational program.
2. Training and experience in a variety of arts and crafts and the ability to teach these skills to others.
3. Desire and ability to work with children outdoors.

## **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Possess the ability to lead others in group crafts activities, demonstrating necessary steps and skills.
3. Willingness to experience outdoor living and to teach/learn new skills.
4. Ability to accept supervision and guidance, and to work well with others.
5. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

## **To Whom Responsible**

1. The Executive Director and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Asst. Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. Responsible for planning, preparing, leading, and coordinating all arts and crafts projects for the various age levels of campers.
2. A total commitment for the term of employment.
3. Understand, interpret, and maintain the camp's standards and policies.
4. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

## **Specific Responsibilities**

1. Before camp starts, plan projects and assist the Camp Director in ordering supplies.
2. Set up arts and crafts area during staff training.
3. Teach staff their responsibilities in activities during staff training.
4. Teach all arts & crafts sessions for campers, adequately preparing in advance so you can start on time, and ensuring the proper use of equipment.
5. As the summer progresses, recommend additional purchase of materials and supplies to the Executive Director, keeping the budget in mind.
6. Conduct initial and end-of-summer inventory of supplies and equipment.
7. Continually check equipment and be responsible for necessary repairs.
8. Keep the arts and crafts area and eastern dining hall porch clean, orderly, and safe.
9. Clean and store all equipment after its final use of the day.
10. Be in constant search for new, creative projects.
11. Record and file a compilation of possible projects for future use.
12. Daily inspect camper cabins and award clean cabin honors.
13. As a team member, assist other staff in any task that will enhance the outdoor ministry of Camp Lakeview.