

JOB DESCRIPTION

Crafts Coordinator

Classification: Seasonal

Reports to: Co-Village Director

Minimal Qualifications:

- Active Christian faith
- At least one year of college completed
- Ability and will to perform in potentially strenuous physical activities (hiking, camp-outs, etc.)
- Comfort with building Christian community by leading, teaching and equipping others
- Ability to work well with and supervise others
- Attention to detail
- Knowledge of and experience with arts and crafts

General and Specific Responsibilities:

- Train counselors to facilitate craft activities for their living group
 - Teach necessary technical skills
 - Fill out skills verification forms for staff
 - Fill out incident reports as needed (accidents, injuries, etc.)
 - Ensure proper procedures and practices are used by all staff and campers
- Implementing arts and crafts
 - Help groups during living group times
 - Research and implement new arts and crafts activities for camp
 - Collaborate with intern before camp begins to stock supplies for any new crafts activities
- Maintain crafts facilities and equipment
 - Perform routine inspections on all craft equipment
 - Repair faulty equipment
 - Maintain clean and healthy facilities (Craft Shack, Bottom of the Old Rec Hall, etc.)
 - Submit maintenance request forms when needed individual repairing efforts have been exhausted
- Coordinate craft efforts
 - Coordinate with intern for supplies purchase requests
 - Coordinate with Co-Village Director for any staffing needs
- Incorporate arts in direct ministry settings
 - Collaborate with Worship Coordinator and T.I.R. to incorporate arts in chapel and chapel planning
 - Design craft projects which serve as a metaphor for God's love, Bible stories, life lessons, etc.
 - Design craft projects which instill a sense of wonder and inspire creativity
- Participate and assist in planning or leading worship, in some capacity, throughout the summer (ie. Guitar, props, sweep chapel, read scripture, etc)
- Expected returning craft activities
 - Pottery
 - Painting
 - Beads
 - Tie-dye
 - Mosaics
- Potential new craft activities we would like to see
 - Candle making
 - Metal working

- Jewelry making
- Wood working
- Paper making
- Bead making
- Active Summer Leadership Team member
 - Affirm and support the ministry at Glisson Camp & Retreat Center
 - Ultimately be in a supportive role to the counselor to campers ministry
 - Attend the Support Leadership Team retreat
 - Attend and help lead Pre-Camp weekend
 - Prepare for camp during the Spring through on site meetings and online/phone discussions
 - Help to prepare and lead summer staff training
 - Help to assure adherence to camp policies and procedures
 - Attend and contribute to Support Leadership Team meetings
 - Be available to assist counselors at any time
 - Make announcements at meal times
 - Perform night watch duties
 - Attend and contribute to the Post Camp weekend
 - Complete Challenge Course facilitator training and facilitate the course as needed
 - Complete archery facilitator training
 - Complete Low Elements training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.