

## JOB DESCRIPTION



**TITLE:** CRAFT DIRECTOR  
**STATUS:** PAID, FULL-TIME, ON-SITE

**PURPOSE:** To provide a meaningful craft experience for the summer campers.

**ACCOUNTABILITY:** The Craft Director is directly accountable to the Program Director.

### QUALIFICATIONS:

- ◆ A person of Christian faith, supportive of the camp program and the Reformed faith.
- ◆ Preferably a rising Jr. or Sr. in College.
- ◆ Possess experience in leading small groups.
- ◆ Able to work effectively without constant supervision.
- ◆ Ability to work in a Staff relationship and to serve persons from a wide range of ages, interests and backgrounds.
- ◆ Possess the desire to learn and serve others.
- ◆ Liking for people, ability to understand the needs of the campers, and the good judgement to place the needs of the campers and the camp ahead of personal desires.
- ◆ Successfully completes the application process which includes reference and background checks.

### RESPONSIBILITIES:

- ◆ Do a beginning evaluation/inventory of items on hand before the camp season begins.
- ◆ Develop and operate a meaningful crafts program geared to the ages, interests and abilities of the campers.
- ◆ Coordinate the crafts program with other camp activities and plans.
- ◆ Be responsible for clean-up and putting all items back in place after each session and cleaning the craft area daily.
- ◆ Be able to demonstrate techniques for crafts to the campers and give orientation to each group of what is available for crafts that week.
- ◆ Keep a close accounting of all crafts inventory and report, in advance, items that need to be purchased.
- ◆ Be in residence at Calvin Crest throughout the camp season and probably in a cabin with campers.
- ◆ Attend Director & Counselor Training events if possible.
- ◆ Assist camp Staff with weekly registration and opening rally (Sunday afternoons/evenings).
- ◆ Work with other Summer Staff members in maintaining high standards of safety, fire prevention and sanitation.
- ◆ Note and report gross neglect of safety, maintenance, fire prevention, sanitation or other problems to the Program Director.
- ◆ When not directing a crafts session, crafts director will be doing advance preparation for each crafts period or will be assigned other duties.
- ◆ Perform other various duties and responsibilities as assigned by the Program Director which might include kitchen duties, cleaning duties, operating Camp Store, leading worship, assisting in the office, or with recreation and other activities.
- ◆ Attend Staff meetings and weekly Program Support Staff meetings as required.
- ◆ Meet regularly with Program Director to review tasks as needed.
- ◆ Provide a written evaluation of the craft program after the completion of camp.
- ◆ Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### TRAINING:

- ◆ The Craft Director will be trained by the Program Director as to daily routines and responsibilities prior to the start of camp.
- ◆ All Program Support Staff are required to attend Summer Staff training.
- ◆ The Craft Director will be provided with Staff manual prior to Staff training.
- ◆ The Program Director will provide continuing training and assistance throughout the summer.
- ◆ Additional resources may be provided.

**BENEFITS:**

- ◆ Room and board will be provided during the summer camp season (valued at approximately \$208/week.)
- ◆ Base pay for this position is \$190/wk, with \$10/wk increase for each returning year.
- ◆ Mileage will be reimbursed for camp business.
- ◆ Days off will be granted according to the Calvin Crest Policies and Procedures.

**JOB REQUIREMENTS:**

Checklist for typical duties associated with Summer Camp Employment at Calvin Crest Camp. Please read through the list and ensure that you are able to meet the guidelines. If you have any questions, please contact the program director at (877) 795-7635.

The Physical activity of this position includes:

- Walking. Moving about on foot from one location to another.
- Talking. Expressing or exchanging ideas by means of the spoken word.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction.
- Standing. Remaining on foot for extended periods of time.

The Physical requirement for this position is considered:

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

The visual acuity requirements including color, depth perception and field vision for this position is:

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

The conditions the worker will be subject to in this position include:

- Environmental conditions including a range of temperatures and weather systems. These include, but are not limited to, heat, cold, bright sunlight, rain and other environmental conditions associated with summer.