

Black Rock Retreat Summer Camp Job Description

Position: Crafts Director

Responsible To: Summer Camp Director, Program Director/Program Facilitator

General Qualifications:

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. **Is willing to sacrifice personal rights for the common good of the camp and campers.**
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Possesses good health and the willingness to work hard.
10. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

Specific Qualifications:

1. Has creativity, patience, and ability to create organized lesson and instruct youth.
2. Possesses diversified craft skills and interests.
3. Possesses the knowledge and experience to safely operate, supervise, and store the equipment used in making crafts projects.
4. Preferably at least one year out of high school and a minimum of 18 years old.

General Responsibilities:

1. Assist in the registration line on Monday mornings.
2. Assist with setting up and facilitating any program related activities as directed by the Leadership staff.
3. Attend staff meetings, devotions, vespers and **ALL** camp activities.
4. Be flexible, available, and willing to help out in other areas of the camp program.
5. Be self-motivated, a self-starter, and foresee areas where you can help out.
6. Assist in supervising the campers during camper hang time from 11:35 a.m. - 12:00 p.m. Tuesday through Friday.
7. Assist in the afternoon and evening Snack Shop as scheduled or requested.
8. Write one story about an interaction or powerful moment with a camper during the summer and turn in to the Office Administrator at the requested time.
9. Complete all end of the week and end of the summer evaluations and paperwork when requested.
10. Be an assistant counselor in a cabin during Special Week.

11. Join a cabin of the same gender on camp-out night to assist the counselors in overseeing campers, building a fire, cooking the food, etc.
12. Be the cabin inspector when assigned by the Program Director.
13. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless you have a scheduled class for that time. If you need to use one of these times to prepare for classes you may ask permission from the Program Director/Program Facilitator or Summer Camp Director.
14. During times that you are not busy, check with the Program Director, Program Facilitator, or Summer Camp Director to see if you can be of assistance.

Specific Responsibilities:

1. Assume complete responsibility for the craft classes held during the morning activity periods.
2. Plan projects for campers who choose to participate in crafts during the afternoon free times.
3. Plan craft projects and activities within the theme of the week and appropriate to the age of the campers.
4. Plan projects and order all needed supplies, advising the Summer Camp Director of purchase needs (best done before camp starts in May so that materials can come in on time).
5. Ensure that camper's crafts are properly stored, labeled, and returned to them in good condition at the end of the week.
6. Encourage creative expressions and interests in campers.
7. Maintain a neat, clean, and attractive craft facility.
8. Providing assistance or supplies for any craft related Counselor/Cabin Adventure Time.
9. Inventory craft supplies at the end of the summer, pack things up and store them neatly in designated areas.