



## **Calvin Center Position Description**

**Position: Arts and Crafts Director**

**Reports to: Program Director**

### **Purpose of Position**

To oversee the operation of Arts and Crafts, to provide a safe place for campers to grow in faith.

### **Qualifications**

- Be of sound Christian faith, and good Christian Character
- Have exceptional ability to understand and relate well with others- especially children.
- Have exceptional ability to listen to and communicate with others- a people person.
- Be a team player. Be Flexible. Be Positive, outgoing, and enthusiastic.
- Be self-motivated and able to complete duties with minimal supervision.
- Willing to participate in and or lead camp activities.
- Have previous experience in coordinating Arts and crafts programs.
- Be patient, supervision and accepting of oneself and of others.
- Willing to do whatever benefits The Calvin Center and the summer camp program.

### **Relationship**

- All positions are under the supervision of the Program Director.
- Works directly under the supervision of the Program Director.
- Works alongside counselors and resource staff.
- Directly supervises, instructs, and cares for campers.

### **Responsibilities (Including but not limited to the following)**

- Safety of Campers and staff while participating in Arts and Crafts is primary.
- Assist with Check-in and Checkout procedures.
- Fill Unit Boxes at the start of each camp week
- Keep the Arts & Craft Shack and Pottery Shed clean and orderly.
- Keep inventory and arts and crafts supplied of all needed resources.
- Lead the campers in the Art Project of the day, which goes along with the day's theme.
- Lead the campers in pottery making
- Reside on- site for the summer program, sharing a residence with other camp staff.

- Attend all staff meetings. Attend all meals.
- Attend all “All Camp” activities. Or as necessary (discuss with Program Director)
- Perform other duties as designated by Program Director