

# CRAFTS COORDINATOR

## JOB DESCRIPTION

**Responsible to:** Office Manager

**General Responsibilities:**

- Monitor the craft working areas.
- Train and oversee the Staff and Seed in supervising and assisting campers with crafts.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

**Specific Responsibilities:**

***Pre-camp:***

- Read the materials and complete all required projects received from the Camp.
- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

***Camp Training***

- Take part in Leadership Training Camp, when possible, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Learn how to do each of the crafts.
- Become fully acquainted with facilities, grounds and emergency procedures.

***During Camp***

- Keep the Craft Shop clean and well organized. Build an atmosphere that attracts campers into the craft areas.
- Develop a plan to sell craft products and an enthusiasm to do each project.
- Open and operate the Craft Area as required.
- Train and supervise helpers in all aspects of working with crafts and campers.
- Model and encourage quality and professional customer service.
- Assist the Tuck Coordinator in ensuring a good supply of craft products for each camp.
- Participate in the whole program with a positive attitude and a desire to learn.
- Do other related duties as assigned by the Director.

***After Each Camp***

- Complete and submit all required evaluations and reports related to your responsibilities.