

Arts & Crafts Manager

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Arts and Crafts Manager manages the Craft cabin and inventory as well as oversees all craft activity times. This position reports to the Business Manager as well as the Assistant Director.

REQUIREMENTS

The following are preferred or required:

- At least 18 years old
- Able to maintain a clean and organized work environment
- Agree to our Statement of Faith
- Able to lift heavy boxes and stand for long periods of time

RESPONSIBILITIES

- Purchase all craft projects within a budget limit during pre-season.
- Develop ideas for all craft projects during pre-season. These ideas must be approved by the Assistant Director.
- Maintain record of what each camper purchased in the craft cabin and reports information to the Business Manager daily.
- Supervise campers and ensure that the staff to camper ratio never falls below 1:8 during four craft periods and during free time 5 days a week.
- Disciple and support other staff members.
- Maintain a detailed inventory at the beginning and end of each season. This report must be given to the Director and Assistant Director.
- Maintain a clean, organized and friendly environment in the craft cabin.
- Restock items during the summer while maintaining the craft budget.
- Attend a weekly counselor and administrative staff meeting.