Job Description Position: **Arts & Crafts/ Camp Store Coordinator**

This person must have a love or arts and crafts and be creative. They needs to have fun and think outside the box as they plan and lead arts and crafts for people of all ages. They must also be able to multitask to run the camp store and snack shack.

Reports To: Program Director

**Counselor Duties and Responsibilities:**

Arts and Crafts

* Responsible for planning, organizing and the execution of arts & crafts program for all age groups.
* Inventorying supplies at the end of the week in order to determine what will be required for the  next session. (ordering supplies as directed by the Program Director)
* Having crafts, supplies, equipment, etc. all set up and ready to go before the activity
* Making sure that the craft room is kept neat and clean, with all appropriate items locked away at the end of the day.
* Develop and enforce an arts and crafts checkout policy/ sign up sheet.
* Responsible for adherence to all rules, regulations and policies of the camp.
* Filling in when necessary or as scheduled for other areas.

**Store and Snack Shack**

* Responsible for operation for store during open of close of every camp session
* Responsible for inventory and restocking camp store items between each store time
* Accountable for the money and tender given
* Preparing the snack each day
* Keeping store and snack shack clean
* Following and enforcing all COVID and health policies doing snack time

**Qualifications for all staff:**

* A professing and active Christian faith, including regular quiet times of Scripture reading and application, prayer, worship, and fellowship
* Spiritual and emotional maturity, personal integrity and honesty
* Desire to be a Christ-like role model for campers, guests, and fellow staff, and possess a genuine love for and desire to serve others
* Willingness and flexibility to cheerfully perform tasks and duties beyond those typically assigned
* Physical stamina and ability to daily perform duties assigned
* Understanding of and support for Camp policies, mission, and summer program goals
* Being First Aid/CPR/AED Certified

