

**BRETHREN WOODS CAMP AND RETREAT CENTER  
JOB DESCRIPTION**

**TITLE:** Crafts Director

**RESPONSIBLE TO:** Assistant Program Director, Program Director, Director

**RESPONSIBLE FOR:** Crafts Assistant

**PURPOSE:** To plan and carry out the summer camp crafts program.

**QUALIFICATIONS:**

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Knowledge of and/or experience in leading arts and crafts.
5. Skills in group management.
6. Knowledge of age characteristics for specific groups.
7. Attendance at one or more pre-camp training events.
8. Acceptance of Crafts Director's responsibilities.

**RESPONSIBILITIES:**

1. Provide opportunities for campers to experience and express their creativity using natural and man-made materials.
2. Develop craft sessions appropriate for campers' age and ability levels. When possible, develop sessions relating to the specific camp theme.
3. Work with groups and individuals in instruction and resource. Arrange additional times for special projects and activities as interest and need arise.
4. Keep Craft House clean and organized.
5. Maintain an inventory of craft materials and equipment. Order materials with the approval of the Program Director or Director.
6. Help to plan and implement all-camp activities.
7. Participate in a weekly evaluation with the Assistant Program Director and/or Program Director.
8. Know the contents of the Staff Manual and abide by all camp policies and procedures.
9. Enforce camp policies, procedures, and health and safety regulations.
10. Assist in other areas of camp operation as needed.