

## **PRESBYTERY OF EASTERN VIRGINIA**

### **MAKEMIE WOODS - SUMMER CAMP JOB DESCRIPTION**

#### **Recreation and Crafts Director**

##### **Qualifications**

- 1) Minimum of 18 years of age.
- 2) Completed at least one year of college.
- 3) Has experience in area of craft and recreation leadership and the ability to teach and encourage others.
- 4) Is able to organize and supervise a program for a variety of ages.
- 5) Is a member of a Christian church and willing to share faith with others.
- 6) Should hold American Red Cross First Aid and Adult and Child CPR certification.

##### **Responsible to:**

The Camp Director, Assistant Director, and Program Director.

##### **Essential Functions:**

Organize and operate a meaningful program of crafts and recreation geared to the abilities and ages of the campers. Must be able to clearly demonstrate craft projects and instruct campers effectively, and set up and clean up the craft shelter daily. Must be able to lead active games.

##### **Preparation** (before coming to staff training):

- 1) Prepare for this assignment first of all with prayer. The position is one of Christian leadership, through group leadership.
- 2) Master the camp manual of operations, including knowledge of all policies and procedures.
- 3) Read the assigned counselor training book

##### **Christian Responsibilities:**

- 1) Strive to make every aspect of camp life a Christian growth activity.
- 2) Assist in leading worship when requested.
- 3) Make prayer and personal growth a part of daily activities.
- 4) Maintain an attitude of committed maturity and strive to be positive Christian example to campers and staff.
- 5) Strive to be sensitive to the particular needs of campers and staff, being constructive in discipline, helpful in critique, and enthusiastic in compliments.

##### **Specific Responsibilities:**

- 1) Develop a program of crafts for the camp that reflects a concern for nature and for the small group style of camping. Lead recreation activities that emphasize cooperation rather than competition.
- 2) Maintain equipment and supplies needed for program. Communicate to the Assistant Director concerning missing tools and supplies which need to be replaced.
- 3) Teach counselors sufficient basic skills that they can use in working with their campers under the supervision of the Rec/Crafts Director.
- 4) Lead activities on the first night of each camp session that will enable the campers to become comfortable with each other and the staff.

- 5) Coordinate craft schedule with the camp's schedule through the Assistant Director.
- 6) At end of summer close down Craft Shelter and inventory materials being stored for the following year. Inventory and store recreation equipment.
- 7) May serve as a relief counselor when circumstances permit; these responsibilities may include, but are not limited to, relieving other counselors so they may have a break, assisting in program areas, washing dishes and/or packing cook-out orders.
- 8) Perform any other appropriate duties as assigned by the Director, Assistant Director, and Program Director.