8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319

Arts & Crafts Coordinator

Department: Summer Staff Program

Reports to: Program Coordinator

General Description: The Arts & Crafts Coordinator is responsible for creating and facilitating age appropriate art projects and crafts for children in both the overnight & day camping programs.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Qualifications

Personal:

1. Vibrant relationship with Jesus Christ
2. Committed to the authoritative Word of God
3. Passionate for facilitating ministries that change lives
4. Devoted to furthering the vision and mission of Manitoqua Ministries
5. An active member in good standing in a church of Jesus Christ

Character:

1. Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
2. Actively pursuing personal Christian growth
3. Has a teachable spirit and is open to new ideas
4. Strong desire to love and work with children and staff in the camping environment
5. Age 18 years or older
6. Holds a valid driver's license

Duties and Responsibilities

Training

1. Attend coordinator and all staff orientation
2. Reside in assigned staff housing

Staff Expectations

1. Welcome all campers upon their arrival
2. Be prepared with the necessary materials for each day

3. Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
4. Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
5. Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
6. Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
7. Develop a family and greater community environment within day camp groups; including good behavior management practices
8. Attend the all staff debriefs on Friday afternoons at 5pm
9. Attend the all staff pre-briefs on Sunday evenings at 6pm for announcements, small groups, and worship at 7pm
10. Attend the Staff Retreat and Staff Party
11. Work (2) "Friday Reset" shifts during the summer
12. Present a full evaluation of personal performance and camp operations at the close of summer
13. Perform other duties as requested by the Program Coordinator
14. Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual

Role Specific Responsibilities

1. Plan and implement daily art and craft projects for campers in both day and overnight programs
2. Organize the art center, including daily upkeep
3. Manage the arts and crafts budget, purchasing of supplies, and inventory
4. Lead activities in the art center or in camp programs, as well as manage all support staff or volunteers in the art center
5. Develop behavior guidelines for the art center according to those listed in the Summer Staff manual
6. Manage risk within the art center
7. Lead the art center within the structure outlined in the program, policies, and procedures manual of Camp Manitoqua
8. Be available to lead craft related activities for day camp and REZ groups outside of the art center