



Manitoqua Ministries

Summer Job Description

Department: Summer Staff

Job Title: Arts & Crafts Coordinator

Reports Directly To: Program Coordinator

Position Summary

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.

Qualifications:

- Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting
- Actively pursuing personal Christian growth
- Has a teachable spirit open to new ideas
- Strong desire to love and work with children and staff in the camping environment
- Age 18 years or older

Responsibilities and Expectations

- Attend coordinator and staff orientation
- Reside in assigned staff housing
- Plan and implement daily art and craft projects for campers in both day and overnight programs
- Organize the art center, including daily upkeep
- Manage the arts and crafts budget, purchasing of supplies, and inventory
- Lead activities in the art center or in camp programs, as well as manage all support staff or volunteers in the art center
- Develop behavior guidelines for the art center
- Manage risk within the art center
- Help with REZ check in
- Lead art center within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Welcome all campers upon their arrival
- Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
- Be prepared with the necessary materials for each day
- Help generate ideas and develop programs

- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Be present at REZ camp opening ceremonies Mondays at 7pm
- Be a prayer partner for REZ as needed
- Work at least two night activities for REZ over the course of the summer
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sundays at 6pm for announcements and small groups, and 7pm for staff worship
- Attend the Staff Retreat and Staff Party
- Work (2) "Friday Reset" shifts during the summer
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual