

# Craft Team

## Craft Lead

The Craft Lead is responsible for the planning, preparing, leading, and implementing the daily crafts that will support the given camps annual theme. They are responsible for managing and communicating the craft staff with schedules, assignment of duties and will communicate with the camp director to stay within the allotted budget for the given year. They are responsible for ensuring the necessary supplies are transported to and from camp, and for maintaining the inventory of supplies for the craft department. The Craft lead is also responsible for the duties of the Craft Assistant.

## Craft Assistant

The Craft Assistant is responsible for teaching, assisting, and supervising campers during all designated craft time.

## Essential Responsibilities - Craft Lead

- Responsible for preparing and implementing the week's crafts that support the camp annual theme.
- Stay within the given budget and purchase all supplies before camp.
- Ensure all necessary supplies are transported to and from camp, either on the trailer or personal vehicle.
- Organize and maintain the designated craft station.
- Have clearly outlined explanations and expectations for assistants.
- Set and communicate a schedule for all craft staff to ensure designated craft times are adequately staffed.
- Make sure that the craft station is left clean and meets the standards set by the camp facilities.
- Communicate inventory of supplies bought, used, and left over with Director.
- Know and understand ALL emergency procedures associated with the camp.

## Essential Responsibilities - Craft Assistant

- Organize and maintain the designated craft station.
- Make sure that the craft station is left clean and meets the standards set by the camp facilities.
- Help to ensure the inventory of supplies bought, used, and left over are accounted for.
- Know and understand ALL emergency procedures associated with the camp.

## Requirements

### Qualifications - *Required*

- Love Jesus, love kids, have a healthy relationship with Jesus
- Enjoy crafting and working with kids!
- Pass a background check
- Ability to lead, plan, organize, and implement crafts with campers and staff of varying ages and abilities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Need to be available for training prior to camp, which will be announced.
- Strong organizational and communication skills.

### Physical Demands

- Must have the physical ability to stand on your feet for long periods of time.

### Special Notes:

- References- (Pastor, Elder, Ministry leader, Mentor etc.) may be requested for consideration of this role
- Minimum 1 year of recent attendance as a staff member at Sierra Bible Camp, Stockton, Lodi and Galt experience is required for the Craft Lead role
- Final decision of staff personnel is at the discretion of the Camp Committee, Lead Boys and Girls Counselors and/or Camp Director.