



Calvin Center Position Description

Position: Arts and Crafts Director

Reports to: Associate Program Director

Purpose of Position

- To oversee the operation of Arts and Crafts and Pottery
- To provide a safe place for campers to grow in faith

Qualifications

- Be of sound Christian faith, and good Christian Character.
- Have exceptional ability to understand and relate well with others- especially children.
- Have exceptional ability to listen to and communicate with others- a people person.
- Be a team player. Be Flexible. Be Positive, outgoing, and enthusiastic.
- Be self-motivated and able to complete duties with minimal supervision.
- Willing to participate in and or lead camp activities.
- Have previous experience in coordinating Arts and crafts programs.
- Be patient, supervision and accepting of oneself and of others.
- Willing to do whatever benefits Calvin Center and the summer camp program.

Relationship

- All positions are under the supervision of the Associate Program Director.
- Works directly under the supervision of the Associate Program Director.
- Works alongside counselors and resource staff.
- Directly supervises, instructs, and cares for campers.

Responsibilities (Including but not limited to the following)

- Safety of campers and staff while participating in Arts and Crafts is primary.
- Assist with Check-in and Checkout procedures.
- Check inventory and fill Unit Boxes at the start of each camp week
- Keep the Arts & Crafts Building and Pottery Shed clean and orderly.
- Keep inventory of arts and crafts supplies and of all needed resources.
- Lead the campers in the Art Project of the day, which goes along with the daily theme.
- Lead the campers in pottery making
- Reside on- site for the summer program, sharing a residence with other camp staff.
- Attend all staff meetings. Attend all meals.
- Attend all "All Camp" activities.
- Perform other duties as designated by Associate Program Director, Program Director, or Executive Director.

As a ministry of the Presbytery of Greater Atlanta (PCUSA) Calvin Center offers a welcoming sanctuary for re-creation and Christian nurture.