
SUMMER CAMP CRAFT COORDINATOR

POSITION DESCRIPTION

WAYZATA COMMUNITY CHURCH

(*position includes pre-camp responsibilities and compensation, as negotiated)

POSITION SUMMARY

The CRAFT COORDINATOR oversees and directs all craft-oriented needs of the WCC Summer Camp. The Craft Coordinator organizes the projects and materials available to Campers during afternoon freetime and trains the Counselors in the staffing, organization and clean-up of the Craft Cabin. The Craft Coordinator is responsible for maintaining an inventory of supplies and notifying the Staff Director of materials needed for each session. This position is in conjunction with another summer position including Counselor or Work Crew Director.

Key Responsibilities

- Pre-Camp Preparation*
 - Choose projects available to Campers in the Craft Cabin.
 - Review inventory of materials in storage and assist the Staff Director with ordering supplies for the summer.
- In-Camp Responsibilities
 - Lead hands-on sessions for the Counselors during Staff training so they are knowledgeable and skilled in supporting Campers in the Craft Cabin.
 - Oversee the staffing, organization and clean-up of the Craft Cabin.
 - Manage the inventory of supplies and notify the Staff Director of materials needed each week.

Essential Job Functions

- Comfortable managing a high level of detail, individually as well as with a team.
- Able to deliver excellence and equality from the first session to the last, despite the repetitive nature of 8-9 camp sessions.
- Emotional resiliency (handles stressful situations appropriately) and cognitive abilities (mental skills necessary) to carry out job responsibilities in a high paced, social environment
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries
- Physical endurance to be on one's feet walking, bending, twisting, reaching above head, and carrying items, etc. In other words, being physically active, for 8 continuous hours and have the ability to run or walk fast 1/4 of a mile without stopping
- Ability to read, understand and follow printed instructions in English

- Ability to work in a variety of outside weather conditions – heat, cold, humidity, wind, precipitation, lake water recreation, wooded areas and environmental factors associated with the out of doors
- Ability to work as part of a team
- Willing to live in a camp setting and work irregular hours delivering camp programming in the facility available.
- Attentiveness to details, equipment, and facilities to ensure utilization, proper care, and maintenance guidelines are followed
- Ability to assist Work Crew and Campers in an emergency (fire, evacuation, illness, injury, severe weather)
- Ability to observe work crew behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the camp program
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity) and lift up to 40 pounds

Organizational Relationships

- Reports to and evaluated by Staff Director

Experience and Education

Required:

- A faith anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church Summer Camp Ministry
- Ability to lead and manage peers
- Enjoy working with children and students
- Interest in creative arts