



Summer Craft Director

TEAM: OPERATIONS

REPORTS TO: OPERATIONS COORDINATOR

Position Description:

The Summer Craft Director administers all arts and crafts offerings for summer programs. This includes designing and facilitating daily craft projects for the Day Camp (ages 6-13) and Basecamp (ages 13-17) programs, as well as occasional craft opportunities for summer adult conferences. The Craft Director will work to design crafts that reflect meaningful themes of the camp curriculum or conference. The Craft Director aids the Day Camp and Youth Camp Coordinators by giving direction to each day's themes and by helping with daily camp operations. This person must have exceptional interpersonal skills, a knack for organization and planning, a gift of instructing youth of different ages, and the ability to be spontaneous and creative.

Job Duties:

Responsibilities

- Works alongside the other members of the Summer Staff Leadership team to facilitate crafts for programs
- Plan, prepare, and implement 2-5 camp craft sessions a day for campers aged 6-17
- Plan and facilitate occasional craft offerings for adult conferences and other Zephyr Point guests
- Adjust craft plans to be appropriate and accomplishable for each age group
- Exercise sound judgment and decision-making to assess and mitigate hazards
- Effectively build rapport with campers, counselors, and Zephyr Point staff
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Shop for, order, and inventory supplies necessary for crafts with sufficient time for weekly craft activities
- Aid with daily check-in/check-out & transportation for Day Camp program (when assigned)
- Fill gaps and offer breaks to staff when assigned.
- Participation in intentional community as a member of the Zephyr Point Summer Staff
- Other duties may be assigned.*

Qualifications:

Required Qualifications

- One year out of High School by June 2024
- Ability to pass a criminal background check
- Passion for arts, crafts, and creativity, with the ability to tie projects to meaningful themes
- Proficient soft-skills necessary to support youth and children's mental health and emotional challenges
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Ability to manage a classroom-like environment
- Professionalism in attitude and appearance
- Ability to manage self-care and energy throughout a busy and intense summer

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through employment end date.

- CPR/First Aid certification (Provided during staff training week, if needed)
- Youth Mental Health First Aid certification (Provided during staff training week, if needed)

Preferred Qualifications

- College degree or coursework in elementary education or other related fields
- Proficiency in Spanish
- Previous experience working in a camp setting
- Experience facilitating group activities
- At least 1 year working as Camp Zephyr Lead Counselor

Required Physical Demands

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 35lbs

Work Schedule:

The Craft Director position begins June 7th, 2024 and will terminate on August 11, 2024. Crafts are held daily Monday-Friday for Day Camp, Beyond Camp Zephyr, Basecamp and kin-dom camp. The Craft Director is expected to oversee all planning, supply gathering, and preparations for camp arts and crafts activities. Most workdays will be Monday-Friday 8:30-4:30, but some weekend planning hours may be required. Work hours may vary based on supply shopping needs and planning time.

Compensation and Benefits:

- Compensation: \$3,750 total for the summer
- Housing in Lakeview Lodge (June 6th – August 12th)
- Meals provided Monday-Friday through term of employment
- Travel and certification stipends are available

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature