

Craft Instructor Job Description

GENERAL DESCRIPTION:

- Lives his/her Christian Faith and is willing to be an example to others
- Mature, energetic and enjoys working with children
- Enjoys crafts

RISK ASSESSMENT AND REQUIRED SCREENING:

- **High Risk: Position presents opportunities to be alone with children or youth. Opportunities exist to exert influence over children and youth.**
- **Staff and Volunteers engaged in High Risk positions must have a Police Record Check completed and supply a minimum of three references.**

RESPONSIBILITIES:

- Attends a pre-camp orientation
- Plans interesting and meaningful crafts, suited to camper's abilities
- Receives money from treasures to purchase supplies
- Works with craft and volunteer coordinators to determine supplies required for crafts
- Retain receipts and any remaining funds and give them to camp director or treasurer at the end of camp
- Instructs craft periods, assisted by counsellors.
- Informs the camp director if any "staple" supplies are low. (paper, glue, temper paint, scissors, etc.)
- Read and becomes familiar with emergency procedures and is aware of specific duties related to the emergency procedures
- Reads and follows all camp rules
- Is responsible for keeping the craft hall clean. Ensures that all craft hall is as neat or neater than it was before they started.
- Completes evaluations at the end of camp