



## Pathfinder Lodge Camp Vick

**Vick and Pathfinder Camp and Conference Ministries**  
PO Box 559  
Manlius, NY 13104

### **JOB DESCRIPTION**

**Position:** Crafts Coordinator  
**Reports To:** Program Director  
**Classification:** Seasonal

### **Job Summary**

The Crafts Coordinator will create and maintain an arts & crafts program for each week of camp, incorporating various techniques and art mediums into a creative and enriching curriculum.

### **Essential Duties and Responsibilities:**

- Work with the Program Director to create an arts & crafts program and activity schedule.
- Instruct and supervise the arts & crafts program.
- Plan and deliver programs appropriate to each age group.
- Ensure a safe program environment for all campers and staff.
- Develop crafts and projects in line with the focus of the overall camp theme.
- Maintain cleanliness and organization of the craft area.
- Communicate program or supply issues to the Program Director.
- Maintain a comprehensive inventory of all supplies and equipment.
- Comply with all health-related protocols and procedures as applicable.

### **Expectations:**

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Live a life that emulates Christ, verbally and behaviorally while on and off site.
- Treat the entirety of the camp community with dignity and respect.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends, and holidays as needed.
- Perform other assignments/duties as directed.

**Special Considerations:**

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Program Director informed of all critical issues relating to his/her areas of responsibility.

**Qualifications:**

- A. At least 18 years of age.
- B. Camp experience preferred, but not required.
- C. Experience in teaching arts and crafts and creativity in nature.
- D. Ability to maintain the mission and vision of VPCCM.
- E. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- F. Demonstrate the ability to relate positively and energetically with staff and campers.
- G. Have the ability to work with people of all ages.
- H. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- I. Thrive in a team-oriented environment; be a team player.
- J. Ability to work in a fast-paced environment and maintain poise under pressure.
- K. Ability to speak, write and understand English in a manner sufficient for effective communication with campers, staff, and administration.
- L. Must live on-site during the camping season.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individual to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds.  
Requires bending, squatting, walking, and hiking.  
Requires working in an outdoor environment.

**Travel:**

Limited travel is required

**Working Conditions:**

The work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

**VPCCM Mission Statement:**

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and Equipping them to grow spiritually and to minister to their world.

**VPCCM Vision Statement:**

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

**About VPCCM:**

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

**All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.**

**Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.**

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)