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## **Craft Staff & Office Helper**

*revised 9/16/18*

### **TITLE:**

The title shall be CRAFT STAFF.

### **QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Minimum of 16 years old. Experience in working with all sorts of crafts and the ability to help younger children in doing crafts. Experience with Tie-dyeing is helpful. Must have up to date Background Clearances as required by the State of Pennsylvania.

**CONVICTIONS:** Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

### **SCOPE AND IMPACT OF DUTIES:**

Because of the nature of this position, maturity is extremely important. This person would work as an assistant to the Director of Administration and to the Program Coordinator. It is important that your actions and attitudes are consistent with the principles of Christian love and concern for persons. You work in cooperation with the deans in the implementation of program schedules. To do this, you must seek to help by fulfilling reasonable requests for services. This position is a liaison between program implementation and site management and, as such, requires knowledge of the rules, regulations, and the practices of Jumonville. A conscientious concerned effort is required in providing the services, equipment, and materials necessary for the efficient conduct of the program. Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. Patience, concern, compassion, fairness, and love are prerequisites. The nature of the craft shack is that you will be available as requested by deans to facilitate craft times with their camps. This will be one camp at a time and will usually be in one hour time blocks. This will usually be in the morning after breakfast or in the afternoon between lunch and dinner. When there is a conflict of schedule between the office and the craft shack, your primary role will be that of craft staff.

### **PRINCIPLES OF EMPLOYMENT:**

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

### **LINE OF AUTHORITY:**

This position is under the supervision of the Program Coordinator.

### **SPECIFIC DUTIES for CRAFTS:**

Specific Duties of the Craft Shack include but are not limited to these categories:

1. Organizing Craft Shack and having it ready for groups to use
2. Leading groups in making crafts that related to the summer theme
3. Being available to help deans with their craft times at the Craft Shack
4. Ordering items, through the office, that are necessary to the duties in the Craft Shack
5. Cleaning the Craft Shack
6. Assist in any other duties as may be assigned.

### **SPECIFIC DUTIES FOR OFFICE:**

1. Answer phone calls and direct them to the appropriate staff member.
2. Checking with deans at meal times in coordination with other staff, to see that needs are being met
3. Coordinating the set up for Sunday registration and making the weekly Dean's Packets
4. Complete projects as assigned by the Director of Administration.
5. Assist in other duties as may be specified by the Program Coordinator.