



**PORTAGE
LAKE BIBLE
CAMP**

ARTS & CRAFTS DIRECTOR JOB DESCRIPTION

Our intention each summer is that the life of every person who comes to camp is impacted for Christ, including those who are on staff. As a summer staff member at Portage Lake Bible Camp, you will be stepping into an instrumental role of ministry and leadership. This is an opportunity to live in Christian community, lead and disciple campers, serve our guests, and be mentored in your walk with Christ. Our desire is to equip you well for your role this summer and give you skills and experience that you will use well beyond just this summer.

General Qualifications:

- At least 18 years of age.
- Completion of one year of college or have one-year post-high school, two years highly preferred.
- Has a personal relationship with the Lord and basic Biblical understanding.
- Desire to pursue personal growth.
- Is a positive Christian role model with a servant attitude.
- Willingness to live in an intentional Christian community.
- Be a team player and have the ability to serve outside of job description when needed.
- Commitment to live and act in accordance with Portage Lake Bible Camp and the Evangelical Covenant Church beliefs and values while employed at PLCBC.
- Eagerness to live in a rustic, unplugged setting.
- Excellent communication, organizational, and interpersonal skills.
- Ministry leadership experience and/or experience working in a camp setting is highly preferred.

Specific Qualifications:

- Must have excellent group management and organizational skills.
- Ability to organize, plan, and execute, as well as think creatively and out-of-the-box.
- Experience teaching art or have a variety of artistic/craft skills required.

Duties and Responsibilities:

- Responsible to the Program Director.
- Participate and engage in all aspects of staff training and on-boarding.
- Involvement in programming through attending events, games, chapel, etc.
- Support counseling staff by engaging with assigned cabin throughout the day (if applicable).
- Be an initiator and supporter of healthy, life-giving community among the summer staff.
- Responsible for maintaining a clean and tidy cabin and all shared spaces.



- Participate in general camp cleaning, maintenance, and assist in the kitchen.
- Timely attendance to and participation in all staff meetings and debriefs.

Area Specific Duties:

- Promote safety, learning, and fun experiences for all campers, guests, and staff.
- Stewardship of area through maintaining organization and inventory of all supplies and materials.
- Order new supplies as needed and/or directed.
- Responsible for facilitating camper creativity through planning arts/crafts projects and activities for campers during free time.
- Lead and/or assist with other programmatic activities involving crafts/art supplies.
- Responsible for implementing and enforcing PLCBC policies and procedures.
- Submit incident reports as needed.
- Provide a thorough evaluation of area at the end of the summer.