



**PORTAGE
LAKE** BIBLE
CAMP

Arts & Crafts Director Job Description

Summary:

The Arts & Crafts Director plans and leads creative, safe, and engaging arts and crafts programming for campers while supporting the overall camp mission and community. This role requires strong organization, creativity, and group management skills, along with experience in art instruction or crafting. The Director works closely with the Program Director and summer staff, participates fully in camp life and staff training, maintains and orders supplies and shared spaces, and models Christian character consistent with Portage Lake Bible Camp and Evangelical Covenant Church values.

General Qualifications:

- Must be at least 18 years of age.
- Completed at least one year of college or equivalent post-high school experience (two years preferred).
- Demonstrates a personal relationship with Jesus Christ and a foundational understanding of the Bible.
- Models Christ-like character with a positive, servant-hearted attitude.
- Commits to living and working in alignment with the beliefs and values of Portage Lake Bible Camp and the Evangelical Covenant Church.
- Works well as a team player and is willing to assist beyond assigned duties as needed.
- Possesses a strong desire to foster personal and spiritual growth in others.
- Is eager and able to live and serve in a rustic, unplugged camp environment.
- Demonstrates strong communication, organizational, and interpersonal skills.
- Ministry leadership and/or prior camp experience 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 in 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



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- Participate in general camp cleaning, maintenance, and assisting in the kitchen.
- Timely attendance and participation in all staff meetings and debrief.
- This position can potentially involve counseling if there is adequate Arts & Crafts staff.

Area-Specific Duties:

- Promote safe, engaging, and fun experiences for all campers, guests, and staff.
- Demonstrate stewardship of the area by maintaining organization and inventory of all supplies and materials.
- Order new supplies as needed and/or as directed.
- Facilitate camper creativity by planning and leading arts and crafts projects and activities during free time.
- Lead and/or assist with other programmatic activities involving arts and crafts supplies.
- Implement and enforce PLCBC policies and procedures.
- Submit incident reports as needed.
- Provide a thorough evaluation of the area at the end of the summer.