

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Arts and Crafts Instructor
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Activities Director
Supervisory Responsibilities	None
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Wage Scale
Date:	November 1, 2017

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*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary:

The Arts and Crafts Instructor develops, implements and teaches creative, inspiring and fun arts and crafts classes for campers of all ages and skill levels. The Arts and Crafts Instructor is also responsible for implementing safety rules and emergency procedures for the arts and crafts activity.

## Duties and Responsibilities:

- Formulate a crafts program that is in harmony with GVR's mission. This program may include the following (not an exhaustive list, merely suggestions):
  - Painting
  - Sketching
  - Coloring
  - Ceramics
  - Candle making
  - Braiding
  - Leatherworking
  - Wood burning / wood working
- Teach morning and afternoon arts and crafts classes as specified by the daily schedule.
  - Anticipate 4 to 5 classes per day, 5 days per week.
- Hold responsibility for all equipment, supplies and activities associated with the crafts program.
- Make certain the crafts building is clean and orderly at all times and secure when not in use.
- Encourage each camper and staff that participates in the craft program.
- Encourage discovery and development of personal skills.
- Maintain an inventory of craft supplies and turn in orders for necessary materials with enough lead-time for the camp purchaser to secure them in time for use.
- In the event of an emergency, identify and follow the appropriate emergency action plan.
  - Contact the Camp Nurse and Camp Director as soon as possible.
- Perform any additional summer camp related duties as assigned by the Activities Director, Assistant Camp Director, Camp Director and/or RMC Youth Director.

# JOB DESCRIPTION: GVR SUMMER STAFF, Arts & Crafts Instructor

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## **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

## **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Certification or documented training or experience from a recognized organization is preferred but not required
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Artistic
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

## **Typical Physical Demands:**

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and may be required to lift up to 40 pounds. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Working Conditions:**

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling.

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Tasks are performed in a variety of locations and conditions around GVR, including the arts & crafts room, outdoor amphitheater, and various other outdoor locations. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

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## Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

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Signature

\_\_\_\_\_  
Date