

## JOB DESCRIPTION FOR CRAFT LEADER

1. Arrive no later than 8 a.m. the day your camp starts. (Adult Counselors, Special Activity Directors, Chiefs, Cooks). Jr Staff and CIT's will train the week before the camp season begins. Everyone must attend the Staff Meeting with the Chief at 2 p.m. on Day 1.
2. Must be 18 years of age or older.
3. Attend the required staff training the first day of camp as well as complete online/in person courses in First Aid and Mandatory Child Abuse Reporting.
4. Submit to a background check.
5. If staying overnight at camp, or you are a new staff member, arrive by 8 a.m. the first day of camp for staff training. A staff meeting with the chief will be conducted at 2 p.m. that day.
6. Use your cell phone on Airplane mode only.
7. Faithfully pray for all aspects of Tepee Bible Camp and for the times when you are leading.
8. Manifest a Christ-like attitude and behavior at all times.
9. Strictly adhere to the camp statement of faith.
10. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
11. Dress appropriately - no short shorts (must have at least a 5 in. inseam), no short skirts, midriiffs, halter tops, shirts with spaghetti straps.
12. If you plan to stay overnight or for the entire camp, please bring a sleeping bag, pillow, toiletries, towel, wash cloth, Bible, flashlight, insect repellent, sun screen, jacket or sweatshirt, long pants, a hat, water bottle, sturdy shoes, and ample clothing.
13. Watch your example: your language, dress, how your time is spent, and especially your attitude.
14. Do not complain in front of the campers and do not say anything unkind or derogatory about anyone. Relay all complaints to the Director or Chief.
15. Conduct crafts in an orderly manner.
16. Junior counselors and other staff will be there to help you. Enlist other help as needed.
17. Prepare crafts and craft room well in advance of the craft time each day.
18. Follow and carry out the final clean up procedures of the craft house at the end of camp.
19. If staying at the camp, clean your quarters on the last day you are here.

I recognize that this is an unpaid volunteer position. (However, you may send out letters to friends and relatives to supplement your income during the time you are volunteering- see Director for a sample ministry support letter).

I further recognize Tepee Bible Camp will undertake the expenses of my room and board while at camp. They will help me adjust to my responsibilities, acquaint me with the camp's goals and philosophies, as well as any State regulations and health and safety training my position requires. They will also supervise me in any way that seems advisable, pray for and support me with God's love, and provide a copy of this job description and agreement.

I have read, understand and agree to carry out the responsibilities listed above to the best of my ability.

\_\_\_\_\_  
SIGNATURE OF STAFF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CAMP DIRECTOR

\_\_\_\_\_  
DATE

For the Director: This staff applicant attended and completed staff training on \_\_\_\_\_(Date)

\_\_\_\_\_  
Signature of Camp Director

\_\_\_\_\_  
DATE