



Craft & Snack Shop Coordinator

Job Description

Position: Craft & Snack Shop Coordinator

Responsible To: Camp Director

Weekly Base Pay: \$375.00

Time Commitment: 8 Weeks

Qualifications:

1. Has a sincere love for the Lord and a desire to see campers know and grow in Him.
2. Is in agreement with New Life Island's philosophy.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is flexible and willing to work with campers and other staff members.
5. Is willing to forego personal rights for the common good of the camp and campers.
6. Has interest and competence in carrying out craft, snack, and cleaning supervisory tasks.
7. Exhibits a warm and friendly personality.
8. Experience with crafts and leadership/coordinating skills are a valuable asset.

Responsibilities:

1. Be a witness for Jesus Christ in all words and actions.
2. Help develop a Christ-like, servant atmosphere in the work area.
3. Be courteous and friendly to everyone.
4. Attend all staff meetings, on time.
5. Ensure work areas remain clean and orderly (Craft Shop, Snack Shop, Bathrooms).
6. Supervise the Craft & Snack Crew and the Cleaning Crew, overseeing the daily schedule.
7. Assist in training the supervised staff, teaching them how to perform assigned duties and overseeing preparations for summer camp (deep-cleaning bathrooms and the Snack Shop, organizing the Craft Shop, prepping the Camp Store, etc.).
8. Manage the Craft Shop: Prepare and organize supplies, facilitate craft activities, direct Craft Shop workers, and provide an enjoyable crafting experience.
9. Oversee operation of the Snack Shop: Ensure training and schedules are followed, help serve during evening snack shop times, and ensure cleaning procedures are completed.
10. Supervise the Cleaning Crew: Set weekly cleaning schedules, communicate expectations, check on the cleanliness of bathrooms, and address any necessary improvements.
11. Configure weekly table settings and communicate instructions to Craft & Snack Crew.
12. Establish a pleasant and relaxed atmosphere in the Craft Shop, conducive to creative craftwork and redemptive conversations.
13. Keep an accurate inventory of Craft Shop, Snack Shop, and Cleaning/Bathroom supplies and communicate purchasing needs with the Summer Secretary on a weekly basis.
14. Develop a nurturing and encouraging relationship with younger staffers.
15. Be ready and willing to help with tasks not included in this job description!

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