



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Arts and Crafts Specialist

Reports to: Resource Coordinator

General Description of Duties:

Provide Arts and Crafts programs that are stimulating, allow for individual creativity, use found or natural materials when possible, and designed to be age appropriate.

Principle Duties:

- Teaching
- Planning
- Preparing
- Provide programming support for games and night activities
- Kitchen rotation as assigned
- Other duties as assigned.

Minimum Qualifications:

- Age 18 or older
- Excellent teaching skills
- Self motivated
- Ability to guide and inspire children to explore individual creativity
- Working knowledge of techniques, tools and supplies used in a variety of craft activities.
- Ability to read, understand, and follow instructions and safety precautions for chemicals and supplies used in Arts and Crafts
- Utilize appropriate safety equipment, and insist that others do also.

The successful candidate will be able to:

- Schedule activities to meet a variety of Conference schedules and goals.
- Inventory and order supplies and equipment according to procedures
- Organize a variety of tasks and projects.
- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Adapt easily and cheerfully to sudden changes of plan.
- Work well in spite of distractions.
- Keep the Arts & Crafts hut clean and organized.

- Choose activities that are appropriate to the age and abilities of each group of Conferees.
- Encourage and inspire the young people to create and help instill a sense of pride in themselves and in their creative endeavors.
- Work in collaboration with the other Resource team to combine specialties when possible and appropriate.
- Show a sense of pride in service to the Ministry of Silver Lake Conference Center.
- Work in ways that reduce waste and respect and protect God's Creation.
- Live, work in, and encourage a Christian community.
- Inventory, pack, and carefully store supplies, and clean the Arts & Crafts Hut, at the end of the season.
- Evaluate current season and make recommendations for future seasons

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.