

GROTONWOOD



GROTON, MA

Crafts & Store Coordinator

Contract Date:

June 15 - August 19, 2018

Time Off: Friday 10 pm - Sunday 10 am

About Grotonwood Camp & Conference Center:

Grotonwood is located across 275 acres and 1.5 miles of shoreline on Lost Lake in Groton, Massachusetts, and has been running day and overnight Christian summer camps for youth, families, and adults with intellectual and developmental disabilities since 1956. Our goal is to introduce people to the love of Jesus, and encourage them to grow in relationship with Him. At the heart of this life changing experience is the staff, committed Christians who want to live out an example of a life changed by Grace. In this context, through fun and fellowship, lives are transformed and hearts are renewed.

Responsibilities:

- Envision, plan, order materials, run, and evaluate craft projects for day, youth overnight, and adult campers for an eight week program.
- Maintain, clean, and inventory Crafts Room
- Clerk in the camp store for the afternoons processing camper and staff purchases
- Maintain, stock, and clean Camp Store daily
- Process, account for, and manage cash transactions
- Assist Program staff with activity preparation and execution
- Carry out tasks assigned by the Program Director

Qualifications:

- 18 years or older
- Extroverted and energetic with a *can do* attitude
- Able to work independently, as well as part of a team
- Computer skills required
- Ability to prioritize scheduled tasks/time management skills essential
- Leadership experience required

Salary:

- \$2350/season

Application Procedure

Complete the online application at <http://grotonwood.org/employment>

167 Prescott Street
Groton, Massachusetts 01450