



**Job title: Craft Shop Assistant**  
**Department: Program**  
**Grade:**

**FLSA Status: Non-Exempt**  
**Reports to: Craft Shop Manager**

**The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** Responsible for assisting in the daily operations of the Craft Shop during Sandy Cove Ministries' Summer Together program.

**Position Purpose:** To provide assistance to the Craft Shop Manager in operating the Craft Shop so that guests enjoy the crafting & relational experience and are better able to connect with God and each other.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Personable and desire to help people create
- Patient & trustworthy
- Knowledgeable on the basic nature of popular art and craft techniques

**Essential Job Functions/Position Responsibilities:**

- Develop friendly and courteous rapport with all Craft Shop guests
- Assist when necessary in the creation of crafts or craft instruction
- Order and gather inventory as necessary
- Handle monetary transactions from craft purchases at the register
- Keep work area neat by cleaning routinely
- Perform all related necessary duties as requested by the Craft Shop Supervisor

**Essential skills and experience**

- Artistic/Creative ability
- Ability to perform basic math and run a register

**Reporting to this position: None**

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand for long periods of time, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear.

- *Work environment:* The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 8-1-11**

**Revised:**