



Job title: Craft Shop Manager
Department: Activities

FLSA Status: Non-Exempt
Reports to: Activities Program Coordinator

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 implementation and oversight of the daily operations of the Craft Shop during Sandy Cove Ministries' Summer Together program.

Position Purpose: To resource and equip the Craft Shop to provide a place for guests to create as well as connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Creative/Artistic ability and knowledge of crafting
- Trustworthy
- Welcoming and personable
- Self-motivated

Essential Job Functions/Responsibilities:

- Resource the craft shop by researching ideas, creating list of supplies needed, purchasing and organizing materials
- Create a welcoming, positive, and missional environment in the craft shop by welcoming guests, assisting them in project selection as well as engaging them in personal conversation
- Assist guests by offering assistance throughout projects as needed
- Oversee all monetary functions of the craft shop, including obtaining and depositing money as required by accounting, managing the sales register, and keeping accurate accounts
- Manage Craft Assistant and Volunteers by helping them to understand their larger contribution to the vision of the Craft Shop as well as by assigning daily tasks for the day
- Prepare craft shop for summer season by cleaning, painting and arranging area
- Daily clean tables, chairs and floors as needed
- Perform all related necessary duties as requested by their leadership

Essential Skills & Experience:

- Good organizational skills
- Good time management skills
- Ability to budget

- Ability to research & problem solve
- Excellent interpersonal skills

Reporting to this position: Craft Shop Assistant

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, walk, sit, use hands, lift, 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: 12-10-15
Revised: 11-12-19