**1:45-2:45 PM Craft Table LEADER**

(Chyler Miller - 2022-2023)

The craft table Leader is responsible for organizing, overseeing, and adjusting crafts at the table during their shift. This position has a focus on the younger set of CHESSIE kids / sibling care kids, many of whom have been at CHESSIE for several hours already. Often these kids prefer to do something that is more artistic in nature and take a break from sports or organized play; especially on hot or cold weather days. This position is trained by Mrs. Miller.

Responsibilities include:

Materials: Materials provided are paper, markers, and pencils. The craft table leader can purchase and/or gather any additional materials for the weekly craft. The craft bin is stored in the CHESSIE trailer. If more materials are needed, please let Mrs. Miller know at least 1 week in advance. Some craft ideas include: A back to school “all about me” poster, paintings, play doh, holiday crafts (Christmas / Easter, etc.), draw with me, sketching, chalk art, banner art, etc..

* Set a tone of encouragement and joy for the craft table; be a gentle leader, mentor, and Godly example
* Choose crafts to involve as many of the younger kids as possible
* Rotate crafts weekly or bi-weekly so that kids have a variety
* Remain at the craft area to oversee the crafts and help as needed
* This position has the responsibility to keep the mood upbeat and the crafts inviting, while keeping a firm hand on safety and supervision
* In case of injuries or “boo-boos”, the first aid kit is located on the windowsill in the fellowship, please document any incidents (or have an adult staff member document it on the log in the first aid box) & let Mrs. Miller know so she can contact the parent or let them know at pick up time.
* Keep track of craft supplies; mentor and lead the students to be good stewards of the provided craft supplies and make sure it gets cleaned up and put back where it belongs when not in use.
* Check in with Mrs. Miller at the end of your shift to let her know of any incidents or concerns from the day.
* The teen staff in this position agrees to find a substitute(s) if they need to be absent from their shift. If the absence is planned, they should find a sub no later than two weeks before. If there is an emergency or illness and the teen staff is unable to secure a sub on their own, they can contact Karen Miller to help them find a sub. There is a teen and adult sub list posted on the CHESSIE web site. Please notify Mrs. Miller of the sub choice and confirm approval.
* This position is paid monthly. The teen staff is paid for the first day in a month if the craft table is canceled due to weather or other reasons. If the craft table is canceled more than one day in a month, the canceled days after the first one will not be paid. The teen staff agrees to deposit their paycheck as soon as possible after receiving it. Teens are required to cash their checks before their next check will be issued.
* Paychecks are handed out on the first Thursday of the following month.