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| Role Title: | Spring Camp Crafts | Est: Hours per Year:  | 12 - 16 |
| When does the work occur: | 1. Spring2. Anytime leading up to Spring Camp | Key Skills: | Crafty, Creative, Organized |
| Day/Evening/Weekend: | This is an evenings and Spring Camp weekend role. Ideally this person would attend Spring Camp but not a hard requirement. | Position Files: | None |
| DCS Email: | N/A  |
| Job Description |
| Role Description: Create and organize 3 to 5 craft stations for the kids to participate in during Spring Camp. Criteria:* Number of stations is up to the volunteer.
* Can be indoor or outdoor depending on the weather.
* Can be appropriate for all ages or some stations could be tailored to different age groups.
* Crafts should be available each day. They can all be active simultaneously or some can be on one day and the others on the next day (depending on number of volunteers and other camp activities going on).
* # Of Supplies: Not all the children will participate at each station. Some won’t participate in crafts at all. Tailor purchases based on number of attendees, other activities that are planned, expected weather, price of supplies, expected popularity of each craft station, etc.

Responsibilities* Create instructions and purchase materials for each station. Check spring camp supplies to see what is already available and ask the community if anyone has materials to donate prior to purchasing.
* Create a sign for each station indicating what the craft is and any restrictions (allergies, age range, difficulty, etc).
* Work with the camp coordinator to determine where/when crafts fit into the itinerary.
* Work with the volunteer coordinator to assign parents to each station throughout the weekend.
* Transport materials, signage, and printed instructions to camp and set up the stations.
* Instruct the parent volunteers on how the craft should be managed, provide the printed instructions to them for reference.
* Parent volunteers should clean up after each session.
* Help return any in work projects to their owners.
* Clean and pack supplies and transport back to DCS to store any leftover materials with the other Spring Camp supplies.

Key Dates* Have your station ideas complete prior to volunteer sign ups going out (to solicit parent volunteers for each craft station)
* Have supplies and instructions purchased, packed, and ready prior to leaving for camp

Contact InformationNo specific DCS Email for this role. |
| Prior Volunteer: | ? | Year: |  | email:  |  |

Important Links for All Roles

1. DCS OurSchoolPages - <http://dcs.ourschoolpages.com/Home>
2. DCS ByLaws - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20ByLaws.pdf>
3. DCS Handbook - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Handbook.pdf>
4. Reimbursement Request - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Reimbursement%20Request.pdf>
5. Reimbursement Request Lost Receipt - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Reimbursement%20Perjury-Statement.pdf>
6. Surplus Funds Proposal - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Proposal%20for%20Surplus%20Funds.pdf>