



Job Description

Position Title: Craft House Specialist

Position Reports To: Program Director

Mission:

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

Expectation of All Employees:

Show commitment to the core values of best self, balanced living, safety, respect, responsibility and stewardship. Support the organization's mission, vision and ethics by displaying the following behaviors: integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability. Follow guidelines as described in AYF Staff Manuals.

Position Purpose: Organize and administer a safe, educational and fun crafts program

Specific Responsibilities:

- Develop and operate a crafts program geared to the ages, interests, and abilities of the campers.
- Supervise and/or teach up to four Interest Groups per day, 4 days per week.
- Make craft house available and supervise activities for special programming blocks several times per week.
- Open Craft House for free time several times per week.
- Coordinate the crafts program with other special camp activities.
- Train and supervise other staff as assistants.
- Keep the craft supplies and work areas orderly, neat and swept.
- Keep accurate records of materials purchased.
- Take an opening and closing inventory of craft materials and supplies.
- Purchase needed supplies in the pre-season.
- Make recommendations to the Director of Boys Camps for future equipment needs.
- Lead a cabin of 4-6 boys for parts, if not all, of the summer.
- Participate actively in staff training activities
- Model the American Youth Foundation philosophy of balanced, four-fold living and encourage positive youth development in the campers
- Set a high standard of personal neatness, promptness, manners, language, attitude and participation
- Utilize positive behavior reinforcement and human relations skills with campers and other staff members
- Establish personal and professional goals for the summer and work towards those goals
- Complete all job functions and other duties as assigned

Essential Functions: Able to fulfill the essential functions of the position, and with no established medical history that would preclude fulfillment of the essential function, including passing a medical exam where a licensed physician signs a health memorandum in support of this

- Applicants must be in excellent physical condition. They will be required to have the stamina and energy to safely lead campers during travel through difficult terrain, in challenging weather and after long days. Able to lift up to 45 pounds.
- Applicants must have strong emotional health. They will be required to exhibit good judgment, effective problem solving, and maintain calm to safely lead the children in their care under changing and stressful conditions.
- Be able to maintain focus for extended periods while assessing risks and supervising campers
- Ability to respond to, teach and manage the behaviors of the campers in their care

- Able to effectively manage their emotions to remain focused on what is in the best interest of the campers in their care in a variety of situations.
- Ability to communicate effectively with campers and staff
- Ability to respond to and direct campers and/or staff in an emergency
- Ability to work effectively with people from diverse backgrounds
- Ability to maintain a physically and emotionally safe environment for campers

Qualifications:

- Strong Organizational Skills
- At least 18 years of age
- Ability to supervise and organize campers and leaders
- Interest, knowledge and skill in a variety of crafts, along with strong teaching ability
- Strong teaching/facilitating/organizational skills.
- Interest, knowledge and skill in managing a complex aspect of summer camp programming.
- Must have completed one year of college or equivalent (high school seniors with previous experience may be considered).
- Current certification in CPR and First Aid (training available for accepted candidates).
- Strong teaching/facilitating and leadership skills preferred
- Previous experience working with children, adolescents and/or young adults required

Approvals:

I have read and understand this job description:

Employee Signature, Date

Supervisor Signature, Date

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.