



Job Description

Position Title: Woodshop 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 woodshop program geared to the ages, interests, and abilities of the campers.
- Supervise and/or teach 2-3 Interest Groups per day, 4 days per week.
- Work with colleagues to make woodshop available and supervise activities for special programming blocks several times per week.
- Work with colleagues to open Woodshop for free time several times per week.
- Coordinate the woodshop program with other special camp activities.
- Orient and oversee other non-specialist teaching staff.
- Keep the woodshop supplies and work areas orderly, neat and swept.
- Keep accurate records of materials purchased.
- Take an opening and closing inventory of woodshop materials and supplies.
- Work with the Director to purchase needed supplies in the pre-season.
- Make recommendations to the Director of Boys Camps for future equipment needs.
- Participate actively in staff training activities
- Be willing to serve as a cabin leader for most camp sessions, leading 4-6 boys through their daily living activities at camp
- Model the American Youth Foundation philosophy of balanced, four-fold living and encourage positive youth development in the campers
- Protect the safety and health of campers by adhering to community expectations, including following all policies and procedures outlined in the Staff Manual including our alcohol, drug, and tobacco free camp policy.
- Set a high standard of personal neatness, promptness, manners, language, attitude and participation
- 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

- Must be in excellent physical condition. You will be required to walk through rugged terrain, able to lift up to 45 pounds, climb with safety gear up to 40 feet in the air, swimming/boating at length in various bodies of water
- 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.
- 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 woodshop activities, along with strong teaching ability
- Strong teaching/facilitating/organizational skills.
- 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.