



YMCA CAMP CONISTON

PROGRAM AREA DIRECTOR-CAMPCRAFT

JOB DESCRIPTION

Overview:

- The Campcraft program is a part time program area that meets three times a week.
- This role requires coming up with new and fun activities that teach campers outdoor/camping skills such as building & cooking over a campfire, hiking, using a compass, lashing, orienteering, etc.
- The Campcraft Director reports to the Summer Directors.

Objectives:

- Develop and direct a fun and safe program that exposes campers to new ideas and concepts that involve outdoor/camping skills.

Responsibilities:

- Help staff members become better instructors with both positive and negative feedback in both oral and written evaluations
- Supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner
- Maintain a clean program area, including cleanliness & organization of the campcraft room and all campcraft equipment along with the Overnight Coordinator
- Make sure that campers remain active throughout the period
- Maintain safety of staff and campers at all times, especially when working with dangerous and potentially harmful tools.
- Properly maintain and store equipment, including sharpening and oiling axes, hatches, and other such tools.
- Come up with new and exciting topics and activities so that campers who have been here for a number of years are still introduced to new things year after year.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations