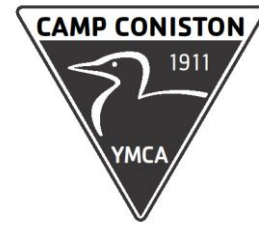


YMCA CAMP CONISTON
WOODSHOP DIRECTOR
JOB DESCRIPTION



Overview:

- Woodshop is a full time program, meeting both MWF and TRS and open only to senior campers.
- This role requires confidence in the director's own skills and safety awareness and the ability to teach those skills and safety awareness to both campers and staff.
- The Woodshop Director reports to the Summer Directors and works with the Executive Director regarding purchasing/budget.

Objectives:

- To develop and direct a fun and safe program for campers.
- To teach staff and campers proper and safe operation of woodshop tools and machines.
- To teach and help make projects that campers will be able to take home at the end of the session and to build their skill in the woodshop.

Responsibilities:

- To maintain safety at all times and to ensure that all other staff members are doing the same.
- To ensure that all equipment is well maintained and safe for camper use before they use it.
- To introduce campers to new and interesting projects and to help them execute them.
- To supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner.
- To ensure that staff members do not take the same days off, but when absolutely necessary, that these days off don't create safety or supervision concerns in the program area.
- To maintain a safe and clean program area.
- To make sure that campers remain active throughout the period.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- To make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

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.