

**Wisconsin Lions Camp**  
**A Project of the Wisconsin Lions Foundation, Inc.**

*Job Title*

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Crafts Director

*Responsible To*

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Camp Director, Program Director

*Summary*

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The Crafts Director organizes and implements a safe, comprehensive and fun crafts program geared to the interests and abilities of campers.

*Required Qualifications*

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1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communicative, and cognitive abilities to perform essential functions of the position.
4. Knowledge of and experience working in the area of crafts.

*Preferred Qualifications*

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1. Experience in working with children and adults who have disabilities.
2. Leadership experience.
3. Two years of college education or experience in the field of camping.
4. CPR, AED and First Aid certification.
5. Lifeguard certification.
6. Valid Driver's License.

*Essential Functions*

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1. Supervise, lead, and communicate with groups participating in the crafts program.
2. Respond to environmental and other hazards related to the arts and crafts area.
3. Receive and follow general instructions; plan, lead, and participate in meaningful activities, assist the camp with achieving camper goals and objectives, and ensure a positive camping experience for each camper.
4. Observe camper behavior and assess its appropriateness and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children with disabilities.
5. Stand for extended periods of time when required.
6. Represent Wisconsin Lions Camp professionally at all times.
7. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

*Specific Responsibilities*

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1. The Crafts Director must:
    - Develop craft projects that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
    - Schedule groups for program instruction.
    - Lead crafts activities during activity periods and lead other activities as assigned by the administrative staff.
    - Assist in the crafts development of camp wide programs, as directed by the administrative staff.
    - Maintain crafts inventory and submit supply requests to the administrative staff in a timely manner.
    - Maintain the cleanliness and orderly use of the Crafts building and ensure safe, proper use of its equipment and supplies. Create a checkout and return system for craft supplies used by other camp staff.
    - Conduct an orientation session with the help of the administrative staff during staff training to familiarize staff with the arts and crafts program.
    - Prepare a display area for crafts projects.
    - Prepare and present awards to campers who have earned crafts awards.
  2. Attend and contribute to all staff and specialist meetings.
  3. Submit a weekly feedback form.
  4. Greet parents, guardians and campers on arrival and departure day, while performing arrival/departure duties as assigned by administrative staff.
  5. Work as a unit pal when available, assisting with camper supervision and program activities.
  6. Live with a group of 6 to 8 campers. This requires the Crafts Director to be a positive role model for the campers and other staff members.
  7. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  8. Know when to ask for assistance and support fellow staff.
  9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  10. Assist with all camp activities, working closely with the administrative staff.
  11. Serve as a lifeguard and/or lookout as assigned by the administrative staff.
  12. Lead and prepare specialized activities with other staff.
  13. Act as a substitute for other staff during the time of an absence as assigned.
  14. Assist in camp emergencies or other situations as directed by administrative staff.
  15. Assist with camp clean up after each group departs.
  16. Other duties as assigned.
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*Revised 11/16*