



Job Description: Handicraft Director

Essential Functions: The Handicraft Director reports to the Program Director for the effective instruction of specialized craft skills and of any merit badges assigned by the Program Director. The Handicraft Director must possess organizational and managerial skills, creativity and originality, and a desire to work with youth.

Principle Responsibilities:

- Training and supervising the work of the Handicraft Instructor staff.
- Maintain an inventory of supplies to be used by the campers.
- Encouraging youth and adults to participate in special activities at the Handicraft area.
- Assisting youth and unit leaders in recognizing the Handicraft program possibilities available both in and out of camp.
- Ensuring the Counselors-in-Training assigned to the Handicraft area receive meaningful and relevant experiences.
- Collecting/preparing Advancement Report Cards, MB Cards and other paperwork as needed in relation to the Merit Badges taught at the Handicraft program area.
- During the end of the summer camping season, complete a written close-out report of the Handicraft program that should include; an inventory of all equipment, including equipment condition and recommendations for next year's supplies. The report will be submitted to the Program Director and Camp Director before leaving the camp property.
- Participate in camp wide activities, as needed.
- Assist in the set-up and takedown of all aquatic and campsite facilities.
- All other duties assigned.

