



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP MANITO-WISH YMCA – CRAFT SHOP ASSISTANT

MINIMUM QUALIFICATIONS:

1. Minimum of 18 years old
2. Previous leadership experience
3. Desire and proven ability to positively interact, teach, build confidence and self-esteem and work with children and staff in wilderness and “in-camp” settings
4. Knowledge of woodshop and Craftshop tools and supplies, maintenance and care
5. Certified in Lifeguard Training (LGT)/Wilderness Water Safety (WWS), Standard First Aid/Wilderness First Aid (WFA) and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
6. Good written and verbal communication skills
7. Strong and good character: Optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Program Staff Director
Summer Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers
2. Must be able to relate effectively to diverse groups of people
3. Ability to teach craft skills to participants of various skill levels
4. Ability to communicate and train staff and campers in safety regulations and emergency procedures
5. Ability to work independently, meet deadlines, and communicate effectively
6. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
7. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
8. Comfortable and interested in outdoor living and willing to develop expertise in boating
9. Effectively communicate, plan and conduct activities to achieve camper development
10. Visual and auditory ability to identify and respond to environmental and other hazards related to the in-camp program

SPECIFIC RESPONSIBILITIES:

1. Run a stimulating, safe, progressive, instructional and fun crafts program
2. Maintain a clean and safe Craftshop, pottery room, and general working environment
3. Assist other Craftshop Assistants in program development and implementation
4. Be a member of a committee - planning special events, activities for the campers, or planning skits
5. Make Program Announcements for activities offered during morning coaching periods
6. Participate in special activities, evening activities, and opening/closing day events
7. Complete Lesson Plans during training week with updates following throughout the summer
8. Actively participate in all training sessions
9. Attend and be on-time to each meal when not on time-off
10. “Convoy” - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
11. “Cunot” - take responsibility for a cabin group during cabin activity periods, meals and at night as necessary
12. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
13. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
14. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA

15. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
16. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
17. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
18. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
19. Perform other duties as assigned

TIME OFF:

1. Two 24-hour period and one 12-hour period off per session
2. Any other time off at the discretion of the Program Staff Director