



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

## **CAMP MANITO-WISH YMCA – CRAFT SHOP ASSISTANT**

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 18 years of age
2. Knowledge of various crafting techniques and skills
3. Knowledge of wood shop and pottery making skills and equipment use (preferred)
4. Leadership experience (preferred)
5. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth
6. Certified in Wilderness First Aid and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
7. Good written and verbal communication skills
8. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

**RESPONSIBLE TO:** Program Staff Director  
Program Director- Summer Camp Program

### **ESSENTIAL FUNCTIONS:**

1. Ability to teach campers about craft shop program activities as learned in staff training and previous experiences according to Camp Manito-wish policies and practices
2. Able and interested in leading, living alongside, teaching and supporting campers (10-18 years old)
3. Comfortable and interested in outdoor living and outdoor activities
4. Ability to effectively communicate, work independently and meet deadlines
5. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
6. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
7. Able and willing to accommodate and provide equitable experiences to diverse groups of people
8. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
9. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
10. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
11. Able to carry a 50 pound program equipment and supplies around the Camp property and between program areas as needed, especially for set up and break down of program areas
12. Able to stand and facilitate designated program area for up to 8 hours in any given day

### **SPECIFIC RESPONSIBILITIES:**

1. Act as one of the primary craft shop instructors for the session or assigned dates
2. Facilitate a safe, educational, progressive and fun arts and crafts program
3. Review and develop lesson plans and craft projects during training week with updates following throughout the summer
4. Be responsible cleanliness, organization, and management of the craft shop area and equipment
5. Maintain and be accountable for all craft shop equipment
6. Utilize and practice industry standard operations and risk management over the craft shop area, equipment and program
7. Provide appropriate repairs to craft shop area and equipment per skill and expertise

8. Submit maintenance requests for craft shop equipment and area as needed
9. Deliver program announcements and skits for lesson plans and activities offered for the day
10. Assist in planning and coordinating of special events, activities, skits and other programmatic components
11. Assist in aspects of camper experiences which include:
  - Responsibility for campers' general health, safety and behavior management in camp
  - Knowledge of Program Area, waterfront and Section Game rules while in camp
  - Knowledge of swimming rules while in camp
  - Knowledge and implementation of risk management in camp
  - Ability to provide support and direction to campers
12. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
13. Participate in all evening activities, opening/closing day events, and special activities
14. Become familiar with the use and applications of all items in the program first aid kit
15. Be familiar with emergency procedures
16. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
17. Complete detail (cleaning assignment) as assigned and assist in the stewardship of Camp- assist in detail and special projects around Camp and maintaining a high standard of cleanliness in bathrooms/washhouses, workspaces, program areas and staff housing
18. Take responsibility over assigned program area details
19. Abiding by Camp's systems and policies regarding financial reporting (petty cash management, receipt retention and labeling, appropriate use of funds, accountability for all petty cash) as applicable
20. Complete all pre- and post-session paperwork including: initial program area inventory, lesson plans, program evaluations, planning paperwork, incidents and near miss reports and end of season inventory
21. Submit an evaluation at the end each session and the end of the summer season as instructed by supervisor
22. Actively participate in all training sessions
23. Attend each meal when not on time-off
24. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
25. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
26. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
27. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
28. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
29. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
30. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
31. 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 or Program Director