



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

CAMP MANITO-WISH YMCA - FAMILY CAMP CRAFT SHOP ASSISTANT

MINIMUM QUALIFICATIONS:

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

RESPONSIBLE TO: Family Camp Directors
Camp Director

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. Run a stimulating, safe, progressive, instructional and fun crafts program
2. Maintain a clean and safe Craftshop, woodshop and general working environment
1. Review and develop lesson plans during training week with updates following throughout the summer
2. Be responsible cleanliness, organization, and management of the craft area and equipment
3. Maintain and be accountable for all craft equipment
4. Utilize and practice industry standard operations and risk management over the craft area, equipment, and program
5. Provide appropriate repairs to craft area and equipment per skill and expertise
6. Submit maintenance requests for craft equipment and area as needed

7. Deliver program announcements and skits for lesson plans and activities offered for the day
8. Assist in planning and coordinating of special events, activities, skits and other programmatic components
9. Assist in aspects of camper experiences which include:
 - Responsibility for campers' general health, safety and behavior management in camp
 - Knowledge of Program Area while in camp
 - Knowledge and implementation of risk management in camp
 - Ability to provide support and direction to campers
10. Participate in all evening activities, opening/closing day events, and special activities, as assigned
11. Become familiar with the use and applications of all items in the program first aid kit
12. Be familiar with emergency procedures
13. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
14. 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
15. Take responsibility over assigned program area details
16. Complete all pre- and post-session paperwork including: program evaluations, incidents and near miss reports and inventory
17. Actively participate in all training sessions
18. Attend each meal when not on time-off
19. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
20. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
21. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
22. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
23. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
24. Perform other duties as assigned

TIME OFF:

1. Time off at the discretion of the Family Camp Directors