

Camp Caledonia

PROGRAM ASSISTANT: CRAFT LEADER

RESPONSIBLE TO: Camp Director

QUALIFICATIONS:

- respectful of the Christian aims and purposes of Camp Caledonia
- strong leadership and organizational skills
- knowledge and enthusiasm about crafts and the ability to teach, engage and supervise
- experience working with children and the ability to relate to and interact well with children (work with children ages 6-14 would be an asset)
- strong communication and conflict resolution skills and the ability to work collaboratively with others
- emotionally mature and able to take responsibility
- at least 16 years of age
- clear criminal record check

RESPONSIBILITIES

- direct the craft program as scheduled
- provide a craft program suitable for the skills of the campers in session (e.g. Teen Camp; Mixed/Elementary Camp) and compatible and supportive of the Christian theme of the camp
- provide ideas and guidance to all campers during "program by sign up" time
- encourage all campers to be creative
- model respectful behaviour and encourage campers to honour the efforts of others
- use the craft materials provided and/or work within the budget provided for craft supplies (purchase of additional materials must be given prior approval by the Camp Administrator if reimbursement is required)
- make sure that all equipment and supplies are ready and set-up for each day's activity in advance and that the work area is properly cleaned up and materials are properly stored at the conclusion of the activity or day
- do a thorough cleaning of the craft area at the end of each camp week
- ensure that all provided craft supplies are used in a safe, responsible and environmentally appropriate manner
- provide an inventory of craft supplies at the end of the final week of camp
- assist with keeping the camp facilities and grounds tidy to maintain a safe and clean environment
- keep the staff house rooms, including bathrooms, kitchen and common and persona sleeping area clean and tidy
- participate in staff training and attend staff meetings
- participate in Chapel time and staff devotions

JANUARY 2015