

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

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www.lakegreeley.com

Woodworking Director

Desired Qualifications: Bachelors Degree

Experience: Good personal experience either paid or unpaid. Experience in a leadership role.

Responsible to: Program Director

The Woodworking Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

Areas Of Responsibility:

Be responsible for the Daily Activity Program Area of Woodworking.

This Responsibility Includes:

- 1) Instructing Campers in various Woodworking projects.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the Woodworking instructors (college age staff).
- 4) Setting up specific achievement levels and awards for activities.
- 5) Setting up shows and exhibits for various activities.
- 6) Maintaining inventory of all supplies and submit order requests when needed.
- 7) Maintaining all woodworking equipment and supplies.
- 8) Ensuring all safety guidelines and procedures are being followed by all instructors and campers in attendance.
- 9) Assisting in other duties as directed by the Camp Director.

Orientation:

The Woodworking Director, along with the Program Director, is to aid instructors and specialists in the set-up of activity sites. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

Daily Program:

The Woodworking Director will monitor each specialty station. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Woodworking Director will also meet with specialty instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Woodworking Director will instruct campers in arts activities.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.