

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

info@lakegreeley.com

www.lakegreeley.com

Pottery & Ceramics Instructor

Desired Qualifications: Completed one year of college.

Experience: Good personal experience either paid or unpaid.

Responsible to: Pottery & Ceramics Director.

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

In addition to being responsible for the supervisory obligations as apply to a General Counselor, the staff member is responsible for the instruction of campers in Pottery and Ceramics. Each day the staff member must instruct each child according to the related activity manuals. Since the level of expertise of each camper varies widely, the instructor must provide various levels of instruction.

The Pottery and Ceramics Instructor is responsible for:

- a) Following the course outline prepared by Lake Greeley Camp in the Pottery and Ceramics Manual from beginning to advanced levels.
- b) Preparation and promulgation of safety regulations for the Pottery and Ceramics Program.
- c) Scheduling, organizing and supervising of all Pottery and Ceramics events and may be asked to coordinate these events with the Arts & Crafts Program Arts Show.
- d) Maintaining an inventory of all expendable and non-expendable equipment relating to Pottery and Ceramics. All supply requests must be made to the supervisor.
- e) Securing and submitting all reports, inventories, and evaluations as requested by the Camp Director.
- f) Bringing additional material and ideas to assist in instruction.
- g) Reporting immediately all concerns of an emergency nature to the Camp Director
- h) Keeping all knives related to this activity area locked when not in use.
- i) Making visual inspections for hazards daily.
- j) Maintaining a clean Pottery and Ceramics area, including removal of litter and returning lost and found items to the Camp Office.
- k) Grading campers and the preparation of the camps Pottery and Ceramics awards.
- l) Assisting in other duties of the camp as directed by the Camp Director.

This job description is part of your employment contract. Please bring it with you to camp. Your responsibilities will be reviewed more during our orientation period. If you have any questions or concerns, please call (570) 842-3739 and ask for the Staff Director.