

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

Pottery/Ceramics Director

Desired Qualifications: College Graduate.

Experience: Extensive experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Pottery 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 Day Activity Program Area of Pottery & Ceramics

This Responsibility Includes:

- 1) Instructing Campers in various pottery and ceramic concepts and pieces.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the pottery instructors (college age staff).
- 4) Setting up specific achievement levels and awards for Pottery/Ceramics activities.

Orientation

During the period, the Pottery/Ceramics 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 Pottery/Ceramics Director will monitor activities at the Pottery/Ceramics building. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Pottery/Ceramics Director will also meet with pottery instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Pottery/Ceramics Director will instruct campers in the pottery and ceramic activities.

Evening Program

The Pottery/Ceramics Director will work with the Evening Program Directors in setting up, organizing and preparing evening activities. The Pottery/Ceramics Director will meet with the Evening Program Directors to outline the running of the evening activity.

Special Events

The responsibilities of the Pottery/Ceramics Director relating to Special Events are the same as those mentioned in the Evening Program.

The Pottery/Ceramics Director is responsible for...

- a) Preparation and promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining clean activity sites.
- c) 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. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.