

CAMP AUGUSTINE

OVERLAND TRAILS COUNCIL, BOY SCOUTS OF AMERICA

POSITION DESCRIPTION

Position title: Handicraft Director

Reports to: Program Director

POSITION PURPOSE

The Handicraft Director is responsible for developing and executing quality and safe Handicraft programs that provide campers and leaders an enjoyable and meaningful camp experience.

DUTIES AND RESPONSIBILITIES

- Supervise, train, and motivate Handicraft staff.
- Develop and execute quality Handicraft programs, which include, but are not limited to, merit badges, basketry, leatherwork, and wood carving.
- Develop, update, and use written lesson plans for each Handicraft class taught.
- Responsible for the maintenance, inventory, security, safety, proper recordkeeping, and use of all Handicraft equipment and facilities.
- Be familiar with and enforce all safety rules and policies for the Handicraft area.
- Setup and teardown of all Handicraft facilities.
- Oversee daily submission of advancement and attendance records.
- Submit staff evaluations for Handicraft staff as requested.
- Submit a complete inventory of all Handicraft material and equipment, to include the serviceable condition of each, recommendations for replacements, and supplies needed for next year's summer camp operation.
- Participate in all camp wide activities.
- All other duties as assigned.

QUALIFICATIONS

- Must be at least 18-years-old.

DIRECT REPORTS

- Handicraft Instructor