

JOB DESCRIPTION FOR CRAFTS DIRECTOR

Duties and Responsibilities

JOB TITLE: Crafts Director

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: To plan and conduct crafts activities and other programs for 4-H campers.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Clover Point Camp Committee and Dent County Extension Council.

QUALIFICATIONS:

- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Basic understanding of crafts
- Experience with games and social activities
- Valid driver's license

DUTIES:

1. CAMP ACTIVITIES

- Assist with Counselor Training Camp as assigned
- Implement and execute the scheduled camping program
- Model standards for conduct as they pertain to camp staff, camp counselors and campers
- Support and guide the development of camp counselors in each camp group
- Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP CRAFTS

- Plan, implement and supervise the crafts program on a daily basis
- Maintain the crafts cabin in a neat and orderly fashion
- Submit requests to camp manager for needed craft supplies and equipment
- Incorporate the use of the 4-H camp counselors as much as possible during craft sessions during camp
- Plan and implement rainy day activities as needed
- On closing day of camp, inventory and pack up unused craft supplies and

equipment into proper containers for storage

- Submit crafts director notebook that includes a camp evaluation and inventory of craft supplies and equipment to the camp manager on the closing day of camp

