

CRAFT INSTRUCTOR - JOB DESCRIPTION

RESPONSIBLE TO: PROGRAM DIRECTOR

RESPONSIBILITIES:

1. Purchase necessary supplies within a budget pre-arranged with the program director.
2. Stimulate interest in craft program.
3. Prepare crafts and supplies for classes.
4. Train and supervise assistants.
5. Maintain a clean and well organized crafts program area.
6. Maintain craft material inventory.
7. Pour molds, prepare molds for classes, and fire molds.
8. Learn to operate kiln properly and keep in good working condition.
9. Help out in other areas as needed and as time allows.

CRAFT ROOM GUIDELINES:

1. No one should be in craft room without permission of Instructor.
2. Staff should not be in craft room while campers are having classes.
3. Neither campers or counselors should go anywhere in Beachwood Lodge besides the craft room.
4. Staff wishing to do a ceramic should get permission from Instructor and pay any cost to him/her.
5. Only trained staff should operate the kiln.