

**PENNSYLVANIA LIONS BEACON LODGE CAMP
JOB DESCRIPTION**

JOB TITLE: ARTS & CRAFTS INSTRUCTOR

IMMEDIATE SUPERVISOR: Unit Director in consultation with Camp Coordinator.

QUALIFICATIONS: Demonstrable coursework or experience in the following: Basic Woodworking, Pottery and Ceramics (wheel and casting), drawing/painting, basic crafting.

DUTIES: (In addition to those of General Counselor)

1. Implementation of the crafts programs for assigned units.
2. Accurate inventory of supplies.
3. Monitoring of supplies throughout summer in order to ensure adequacy of inventory.
4. Submission of a written needs list directly to the Camp Coordinator.
5. Supervision and training of General Counselors assisting in crafts program.
6. Implementation of special care programs as per schedule.
7. Enforcement of all safety rules for crafts programming.
8. General care of crafts program equipment and other equipment kept in the 14-P activities building for AC Arts & Crafts and Arts & Crafts building for CV.
9. Maintenance of the A & C buildings, including cleaning tables with bleach water, cleaning all brushes after each use and securely placing lids on paint containers, etc.
10. Evaluate need for replacement equipment and/or repairs of current equipment and submit to Camp Coordinator.
11. Monitor all supplies. Do Not allow counselors to use craft supplies for personal use. They may however use supplies for decoration or in conjunction with another activity.
12. Perform any other necessary duty not mentioned here in order to assist in operating a more successful summer camping program.