

Camp Wonderful

Job Description

Job Title: **Program Specialist: Pottery and Ceramics**
Incumbent:
Classification: *Nonexempt (Seasonal)*
Reports to: *The position generally would report to the Program Director. Although in some camp operations, this position may be part of an art program area.*

Position Purpose:

To further the mission of the camp through the development and delivery of ceramic and pottery activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the pottery building and related equipment and supplies.

Essential Job Functions:

1. Develop and deliver a ceramics and pottery program that is appropriate for the age and ability of the campers.
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers and staff.
 - ♦ Design and deliver ceramics and pottery activities that ensure production of varied projects for each camper.
 - ♦ Evaluate the success of the ceramics and pottery program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - ♦ Assist in the implementation of staff training for ceramics and pottery.
 - ♦ Train other staff in their responsibilities at the ceramics and pottery range.
 - ♦ Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the ceramics and pottery program area
 - ♦ Maintain the ceramics and pottery equipment including *please list any specific equipment or supplies that may be the responsibility of this position. Include specialty items such as pottery wheels, kilns, certain clay and glazes and molds that may be utilized by this position.*
 - ♦ Prepare and implement safety checks for times when kiln is in use.
 - ♦ Ensure the security of the ceramics and pottery equipment and supplies including clear inventory and planning for replacement of supplies in a timely manner.
 - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ♦ Clean ceramics and pottery area keeping it free of hazards and debris.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a counselor with a camper group when not on duty in their activity area. Please note relationships with the maintenance staff in regard to this position and the care of the pottery facility and equipment including building ventilation for kiln area.

Equipment Used:

Identify the specific equipment and supplies utilized in this program area.

Qualifications (*Minimum qualifications and experience*)

- ♦ Documented experience in ceramics and pottery instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

Knowledge Skills and Abilities:

- ♦ Training and experience in teaching ceramics and pottery to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a ceramics and pottery position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to make projects and assist campers. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.