



Summer Staff – Job Description

Role: Craft Shop Instructor

Reports to: Assistant Program Director

Duties Include:

- Whatever Camp needs in the moment
- Operate craft shop in a safe and organized manner according to policy
- Have different projects ready for each day
- Help campers with their Tie-Dye T-shirts
- Keep craft shop and supplies clean and organized
- Let Assistant Program Director know when/if more supplies are needed
- Assist and participate in the week's camp games and activities
- May be assigned to dish teams, as a cabin buddy, and maintenance projects.

Cleaning Responsibilities:

Birch Foyer Bathrooms

- Clean toilets and urinals
- Clean sinks and counters
- Wash walls and partitions, as needed
- Clean mirrors
- Wash water fountain
- Refill paper products
- Sweep and mop floors
- Empty garbage cans – replace liners

Craft Shop:

- Clean craft tables
- Organize craft supplies
- Sweep screens around outside area
- Sweep and mop floor
- Empty garbage – replace liners
- When done...report to Kitchen for other cleaning at end of week