



WOODWORKING



Job Description

Program Area Counselor

Of the three basic types of counseling staff at Hawkeye the Program Area Counselor is the one with the most contact with the widest range of campers. This counselor remains at their assigned Program Area most periods of every day and conceives of, plans, organizes, leads, and follows up on activities within that Area. These activities are non-gender specific and need to be directed at the entire range of age groups within camp, 8-16 year olds, because each cabin spends approximately two periods each week at each Program Area. These individuals do not split their time between a Cabin Group, with which they may live, and the Program Area. However, most Program Area counselors do live in cabins with the campers and must assist in getting the campers started in the morning and settled at night as necessary. Some time each week may be spent outside of their Program Area; this may include covering a cabin or accompanying a cabin group to various activities, on an out-of-camp trip, or organizing a special activity.

Each Program Area has a staff member who is primarily responsible for its oversight and a number of other staff members who assist them; these are the Program Area Counselor and General Counselors respectively. As the Program Area Counselor you will meet with the Assistant Program Director, your immediate supervisor, each week. Each Program Area Counselor has weekly paperwork responsibilities that include a self-evaluation as well as cabin and activity reports assessing the success of each at the Area each week. These are presented to the Assistant Program Director before weekly supervision and used during the session. S/he, in turn, evaluates and reports on the workings of the Program Area and your progress and success, on a weekly basis, to the Program Director and Camp Director. S/he also provides guidance, feedback, and support to you as a Program Area Counselor.

Each Area has one or two General Counselors and/or Counselors in Training, CiT's, assigned to it that provide additional leadership, organizational assistance, oversight, and group management. These individuals may help to plan, organize and carry out activities but do this on an as needed basis. These individuals are primarily available to assist the Program Area Counselor and take direction from this Counselor on a daily and weekly basis as pertains to the Program Area.

In addition to daily activity planning Program Area Counselors are responsible for creating larger projects, including inter-area ventures, that last weeks or even the entire summer. These plans may take in to account weekly out-of-camp trips, Tribal Considerations, Special Activities, Evening Activities, or other events throughout the session.

Program Area Counselors must also take part in planning, setting-up, organizing, and carrying out Special Activities with special attention paid to elements of these events which are related to activities or skills primarily applicable to their specific Area. For example, songs written for Tribal Games by each Tribe must be assisted by the Drama Counselor regardless of tribe affiliation.

Program Area Counselors need to be the most organized group of staff members within the camp structure. These individuals must plan and organize activities prior to each period in a way that can be re-created at a later date. They must contribute to the construction of a foundation of ideas and information that will endure year after year (Program Area Binders).



Woodworking Outline

Learning to work with one's hands and handle some of the basic tools of construction and creation are very significant skills in the eyes of the staff at Hawkeye. Campers learn safety precautions, safe handling techniques, and proper usage of a range of hand and power tools. Campers have the opportunity to create a variety of wood projects including Adirondack chairs, bird feeders, bookcases, tables, and camp trunks but also participate in repairs and construction around campus.

Responsibilities

- Help campers to choose, plan and finish various woodcraft projects including making birdhouses, name placards, Adirondack chairs, and trunks.
- Begin to fill the woodworking binder with activity plans before the campers arrive.
- Continually evaluate and provide feedback in the woodworking binder for upcoming years. This feedback would include the success of the project, camper enthusiasm, and thoughts/suggestions that would assist with future improvement.
- Work in coordination with the nature, arts & crafts, drama, and woodsmanship program areas on shared projects throughout the session.
- Maintain the woodworking area and ensure that equipment surfaces are kept in order and clean.
- Provide rules and regulations for your program area.

Required Certification

- None.

Recommended Skills/Abilities

- Experience working with hand and power tools.
- Ability to supervise campers in a "shop" environment.
- Appropriate health and safety training.
- Good with children.
- Experience working with a range of hand tools.
- Flexible, adaptable and have ideas on projects to make with children.
- Ability to make the activity area FUN for all campers!