



## Job Descriptions: Handicraft Instructor

**Essential Functions:** The Handicraft Staff is responsible to the Handicraft Director for assisting in instructional, constructional, and managerial work needed to be done in the Handicraft area. The Handicraft Staff should possess creativity, originality, and an ability to learn new material quickly. The Handicraft Staff should always strive to increase his or her knowledge of the subjects included in the Handicraft program.

- Running the Handicraft area in the Director's absence. This might include orientations and/or answering questions about pioneering or merit badges.
- Supervising Craft projects as directed. These are arranged in advance. The supervisor meets Scouts in the Handicraft area or at a project site, and helps them understand what to do.
- Instructing merit badge sessions, and turning cards, partial forms and participation records into the Handicraft director.
- Making available and encouraging troops, patrols, and older Scouts to participate in special activities.
- Helping unit leaders to become aware of the Handicraft program possibilities available both in and out of Camp.
- Maintaining up-to-date and accurate inventories of all equipment used in the Handicraft program
- Turning in records of merit badge participation, badge completion to the Program Director by 9:00p.m. each Thursday.
- Carrying out additional assignments as assigned by the Handicraft Director, Program Director, or Camp Director.
- All other duties assigned





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