

**Position:** CTE Summer Camp- Carpentry

**Location:** Cabell County Career Technology Center

**Supervisor:** Principal

**Salary:** Daily rate of pay

**Length of Employment:** See job posting

**Job Description:** Plan, lead, and implement **Carpentry** experiences for children in a small group setting. Be responsible for the general safety and development, growth, and skill achievement of the participants in the **CTE Summer Camp- Carpentry** group.

**Qualifications:** Career Technical/Vocational Certification required. Must also be CPR and First Aid certified, prior to the beginning of the camp.

**Responsibilities:**

- Develop and implement a weekly schedule of activities for the **Carpentry** program.
- Organize and lead a variety of small group activities.
- Identify and respond to the student's questions and concerns.
- Ensure that the shop areas are kept clean and organized.
- Communicate with parents about participant's experiences and report concerns to Administration.
- Assist in maintaining accurate program records including attendance and incident reports.
- Know and understand ALL emergency procedures associated with the Cabell County Career Technology Center- **Carpentry** program.
- Know, enforce, and follow all safety guidelines associated with the Cabell County Career Technology Center and **Carpentry** program. This includes but is not limited to being responsible for the participant's safety and their whereabouts at all times.
- Guide the participants to have a deeper understanding of leadership and career opportunities.