

ARTS & CRAFTS COORDINATOR

SALARY: \$ 11.00/Hour **HOURS:** Up to 40 hours a week **DAYS:** Sunday- Saturday

REPORTING TO: Park and Recreation Program Director/Planner

TRANSPORTATION: Car necessary **TRAVEL EXPENSES:** Yes

QUALIFICATIONS: Must be mature, possess a positive attitude, and a willingness to lead by example. Previous experience in school/recreation related field is required.

DUTIES: To develop, create, and implement the Winter Programs Program.
To oversee all Tiny Tot Programs, Youth Adventure Programs, Specialty Programs, Arts & Crafts, etc. on a daily basis.

RESPONSIBILITIES:

1. To establish with the Park and Recreation Planner the philosophy/objectives of the various programs.
2. To interview and recommend for hiring staff that will be needed for the arts and crafts programs.
3. To help develop and implement all training sessions needed for the programs.
4. To develop a Supplies List Policy.
5. To implement a program clean-up policy/procedure at the areas that will be used on a daily basis.
6. To make sure all participants have been properly registered for the various programs.
7. To make sure all materials needed for the various programs are available.
8. To help establish and implement rules and regulations for all programs.
9. To schedule staff appropriately for daily programming.
10. To carry out Departmental Policies.
11. To oversee the daily operations of all arts and crafts programs.
12. To plan weekly arts and crafts projects.
13. To provide all supplies for the weekly projects
14. To provide a weekly written recap of program highlights to be given to the Commissioner and Park and Recreation Program Director.
15. To interact with other program representatives when appropriate.
16. To conduct two staff and one program evaluation.
17. To be the liaison between office/staff/parents for the various programs.
18. To keep a step-by-step book containing information dealing with the various programs.
19. This book is to be turned into the Park and Recreation Program Director at the end of the winter programs.
20. To meet with the Park and Recreation Program Director daily.
21. To handle all program related situations as they might occur.
22. To perform any other related duties as needed.
23. To work special events such as Folk Festival, National Night Out, and any others as assigned by the Program Director/Planner.