

TOWN OF PELHAM
PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION
PLAYGROUND ARTS AND CRAFTS COORDINATOR

DESCRIPTION:

Playground Arts and Crafts Coordinator is a temporary/seasonal position with the Parks and Recreation Department summer program. Candidates will work approximately 7 weeks at 35 hours / week in the Pelham Playground Program running a variety of arts and crafts activities for kids preschool - grade 8.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess extensive background in arts, crafts, and related fields.
- Must be certified in Basic First Aid and Community CPR from the American Red Cross or other recognized program.

DUTIES AND RESPONSIBILITIES:

- Work with Playground Director and Preschool Supervisor to plan all arts and crafts projects for Playground Program.
- Prepare and maintain arts and crafts area.
- Attend staff orientation.
- Attend weekly staff meetings.
- Make necessary requests to Parks and Recreation Director for supplies and equipment needed.
- Supervise any counselors when working in arts and crafts area.
- Work in cooperation with other supervisors, counselors, junior leaders, or other members of the staff.
- Act in a professional and courteous manner at all times.
- Wear proper attire at all times.
- Make recommendations for improvement of program.