



CRAFT INSTRUCTOR JOB DESCRIPTION
SEASONAL JUNE 24 – AUGUST 23

POSITION SUMMARY:

Responsible for the supervision and coordination of participants as well as the effective organization of crafts for individuals of all ages.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Ability to provide crafts for all ages and abilities.
- Be respectful to all concerns and needs of participants.
- Ability to work with individuals of all ages and different interests.
- Ability to organize weekly crafts and arrive promptly for all classes.
- Assure craft area is cleaned and organized before, during, and after class is completed.
- Provide a full list of inventory to the Recreation Director at the beginning of the summer.
- Provide a variety of crafts classes and manage a schedule.
- Must be upbeat and energetic throughout classes.
- Work hours as scheduled including before and after class time; helping to answer participants and/or parents' questions as needed.
- Attends mandatory meetings and training sessions as scheduled.
- Appear professional in appearance and attitude at all times.
- Complete all other duties as assigned and appropriate.

QUALIFICATIONS:

- Must be 16 years of age.
- Ability to teach with energy and enthusiasm.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to demonstrate craft.