

**TOWN OF MERRIMACK, NH
PARKS & RECREATION
ARTS & CRAFTS ACTIVITY SPECIALIST**

JOB TITLE:

ARTS & CRAFTS ACTIVITY SPECIALIST

JOB SUMMARY:

To Coordinate and lead the Arts and Crafts program at Naticook Day Camp, and to help maintain standards that lead to a quality program.

SUPERVISION RECEIVED:

Works under the general supervision of the Day Camp Director

EXAMPLES OF DUTIES:

- Develop, plan and lead the Summer Arts & Crafts Program
- Develop different projects that will fit into allotted time period
- Assist Camp Director in setting up camps Arts & Crafts Areas
- Assist in conducting initial and end-of-season inventory, storing, and keeping equipment in good condition.
- Assist in teaching staff their responsibilities in activity during staff training
- Conduct daily check of facilities and equipment in program area for safety, cleanliness and good repair
- Submit orders for equipment and supplies when needed
- Teach and monitor proper use of equipment
- Assist in packing all materials and supplies at end of the season
- Evaluate current season and make recommendations for following season
- Other duties may be assigned and required

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Training and experience in arts and crafts
- Ability to create an arts and crafts program to campers of all ages
- Desire and ability to work with children outdoors
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to work with different age and skill levels.

MINIMUM QUALIFICATIONS REQUIRED:

High School graduate or equivalent, or at least 18 years of age
Current CPR and first aid certifications preferred

WORKING CONDITIONS:

Position work indoors & outdoors on a daily basis

COGNITIVE & SENSORY REQUIREMENTS:

Talking: Necessary for effect communicating with others.

Hearing: Necessary for effective communications with others.

Sight: Necessary for performing the job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 12345678

Stand 12345678

Walk 12345678

ENVIRONMENT:

Inside: 50% Outside: 50%

EQUIPMENT USED:

Specialist is responsible for using traditional arts & crafts supplies including scissors, glue guns, paint and other related supplies.

HAND MANIPULATION:

Grasping: frequently

Handling: frequently

Torquing: occasionally

Fingering: frequently

LICENSURE/CERTIFICATION REQUIREMENTS:

None

OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS:

Specific Vocational Preparation Requirements:

(X) 1. Short demonstration only.

() 2. Any beyond short demonstration up to and including 30 days.

() 3. 30-90 days.

() 4. 91-180 days

- () 5. 181 days to 1 year.
- () 6. 1 to 2 years.
- () 7. 2 to 4 years.
- () 8. 4-10 years
- () 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS:

PRIMARY PHYSICAL REQUIREMENTS:

LIFT up to 10 lbs.: frequently required
LIFT 11 to 25 lbs.: occasionally required
LIFT 26 to 50 lbs.: occasionally required
LIFT over 50 lbs.: seldom required

CARRY up to 10 lbs.: frequently required
CARRY 11 to 25 lbs.: occasionally required
CARRY 26 to 50 lbs.: occasionally required
CARRY over 50 lbs.: seldom required

REACH above shoulder height: seldom required
REACH at shoulder height: frequently required
REACH below shoulder height: frequently required

PUSH/PULL: seldom required

OTHER PHYSICAL CONSIDERATIONS:

Twisting: required
Bending: required
Crawling: not required
Squatting required
Kneeling: required
Crouching: required
Climbing: not required
Balancing: seldom required

WORK SURFACE(S):

Indoors & outdoors