**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 **1**2345678

Stand 1234567**8**

Walk 12345**6**78

**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-l80 days

(  ) 5. 181 days to 1 year.

(  ) 6. l to2 years.

(  ) 7. 2 to 4 years.

(  ) 8. 4-l0 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 to25 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