

**TOWN OF MERRIMACK, NH
PARKS & RECREATION
ACTIVITY SPECIALIST - THEATER/ DRAMA PROGRAM**

JOB TITLE:

ACTIVITY SPECIALIST - THEATER/DRAMA

JOB SUMMARY:

To help coordinate and teach the Theater/Drama 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 Specialty Program Manager

EXAMPLES OF DUTIES:

- Develop, plan & lead daily drama activities for children between the ages of 8 – 14.
- Working with the Theater Specialty Program Manager to organize and lead participants in scene acting, vocal work, dance and creative movement, theater games and improvisation. Participants will work together to produce a theatrical program that will be performed at the last day of the Theater Camp program. During staff training, assist in teaching responsibilities associated with drama activities.
- Conduct daily check of facilities and equipment in program area for safety, cleanliness and good repair
- Determine suitable play by considering: age and abilities, likes / dislikes, and familiarity
 - * rewrite script if needed, to ensure appropriate language and suitable length of time
 - * establish cast of characters
- Assist in conducting initial and end-of-season inventory, storing, and keeping equipment in good condition. Continually checking equipment and making repairs.
- Submit orders for equipment and supplies when needed
- Assist in packing all materials and supplies at end of season
- Evaluate current season and make recommendations for following season
- Other duties may be assigned as required

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Training and experience in Acting or Theatre activities
- Ability to teach and direct campers of all ages in various subsets of theater (acting, vocal work, dance, improve etc.
- Desire and ability to work with children
- Ability to relate to one's peer group
- Ability to guide and supervise
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control

MINIMUM QUALIFICATIONS REQUIRED:

Training and experience in Acting or Theatre activities
At least 16 years of age
Current CPR and first aid certifications preferred

WORKING CONDITIONS:

Position works mostly indoors 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: 80% Outside: 20%

EQUIPMENT USED:

None

HAND MANIPULATION:

Grasping: frequently
Handling: frequently
Torquing: occasionally
Fingering: occassionally

LICENSURE/CERTIFICATION REQUIREMENTS:

None

OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS:

Specific Vocational Preparation Requirements:

- 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