



## Hyde Park Recreation

### **Arts & Crafts Specialist**

Supervisor: Program Director

#### **Qualifications:**

- At least three years experience or formal training in the specialty area.
- At least two years experience working with children or college level education.

#### **Responsibilities:**

1. Lead and motivate children to participate in the area of specialty.
2. Ensure safety and health of campers.
3. Maintain cleanliness and orderly work areas.
4. Plan age appropriate activities centered on Arts and Crafts.
5. Report any incidents or accidents to the Medical Director as soon as possible by using the Camps Emergency Action Plan.
6. Completes an Accident/Incident Report on any emergency situation.
7. Responsible for promoting good personal relationships.
8. Inventory first aid supplies before and during the camp season.
9. Request needed supplies to Camp Director.
10. May be required to perform additional supervisory duties as directed by the Camp Director.
11. Attend Pre-camp Training Sessions and all staff meetings.
12. Conduct oneself in a professional manner at all times as a representative of the Hyde Park Recreation Department

#### **Pay Rate:**