

Jefferson County Parks & Recreation Commission

JOB TITLE: Part-Time Arts & Crafts Instructor

*Varied hours per week
\$8.75-10.00 per hour*

Location: Primarily Sam Michaels Park

POSITION REQUIREMENTS: High School diploma or GED equivalent with experience working with children in an active or sports setting. Great job for current college students. Good communication skills, organizational and lesson planning are required. Experience playing sports and understanding specific sports' rules and skills. Looking for instructors for a variety of arts and craft classes.

I. POSITION DUTIES

- Responsible for instructing kids of different ages.
- Responsible for helping children with craft activities.
- Providing lesson plans for art and craft classes.
- Provide a safe and fun environment for the kids.
- Responsible for maintaining attendance records and other forms.
- Responsible for keeping arts and craft materials neat, clean and stocked.
- Responsible for setup and cleanup for their classes and making sure materials are properly put away.
- Responsible for communicating important information to parents before or after class.

II. SUPERVISORY CONTROLS

Supervision will come from the Assistant Director or Recreation Coordinator of JCPRC.

III. COMMUNICATION – VERBAL AND WRITTEN

Relationships with supervisor, co-workers, and others within the organization must contribute to the effective operation of the agency. Performance must demonstrate the ability to adjust to change or work under pressure in a pleasant and courteous manner, handle differences of opinion in a businesslike fashion, follow instructions conscientiously, and function as a team member, helping the group effort.