



**CRAFT INSTRUCTOR JOB DESCRIPTION
SEASONAL JUNE – AUGUST**

POSITION SUMMARY: Responsible for overseeing participants and effectively organizing and providing craft activities for individuals of all ages. This role involves the effective organization of crafts and the supervision and coordination of participants.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Provide craft activities suitable for all ages and abilities.
- Address the concerns and needs of participants respectfully.
- Work effectively with individuals across different age groups and with varying interests.
- Organize weekly craft sessions and arrive promptly for all classes.
- Ensure the craft area is cleaned and organized before, during, and after classes.
- Provide a complete list of inventory to the Recreation Director at the beginning of the summer.
- Offer a variety of craft classes and manage the class schedule.
- Maintain an upbeat and energetic demeanor throughout classes.
- Work scheduled hours, including time before and after class, and be available to answer questions from participants and/or parents as needed.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a professional appearance and attitude at all times.
- Complete all other assigned and appropriate duties.

QUALIFICATIONS:

- Must be 14 years of age.
- Ability to teach with energy and enthusiasm.
- Ability to interact positively with patrons.
- Possess knowledge and the ability to demonstrate craft techniques.