Town of Barrington, New Hampshire

Title:	Arts & Crafts Coordinator	**Department:**	Parks and Recreation
Supervisor:	Assistant Director of Recreation	**Wage Range:**	$12.00 - $15.00 per hour
Initiated:		**Last Revised:**	June 22, 2016

Job Summary

Responsible for the administration and coordination of a year round Art & Craft program for the before & after school programs, summer camp & teen camp. The successful applicant will use age appropriate techniques and methodologies to implement a high quality art & craft program for all programs.

Summary of Essential Job Functions

- Plan, organize and implement age appropriate high quality art & craft curriculum for before & after school programs, summer camp & teen camp programs, while using appropriate teaching methodologies.
- Organize and maintain lesson plans, activities, inventory, and concepts.
- Maintain accurate inventory of learning and enriching materials, ordering as needed with approval.
- Adhere to program budget, reporting weekly, or as requested.
- Maintain neat, clean and organized program space.
- Arts & Crafts Coordinator is required to adhere to all guidelines outlined in the Town Employee Handbook.
- May be required to attend field trips or community events.
- May be required to lift items that weigh more than 25 lbs.

Minimum Qualifications

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in education and/or college courses in recreation, education, are preferred but not required.
- Knowledge of the principles and practices of before and after school programs.
- Knowledge of day camp settings
- Specialized skills in arts and crafts and working with school aged youth.
- Prior experience working with children is required.
- Excellent professional verbal and written communication skills.
- Excellent organizational skills are required.
- Valid driver's license required.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required after employment begins.
- Completion of background check prior to hire.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:
Barrington Recreation Director
C/O Recreation Director
P.O. Box 660
Barrington, NH 03825