

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Art Camp Assistant

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$11 - \$14 / Hourly

**Job Status:** Seasonal (120 days or less); Days

#### JOB SUMMARY

This position is a customer service and staff support position. The employee will be expected to assist the instructor with room set up and takedown of the art portion of Strokes camp. The employee will assist with scheduled activities and programs throughout the camp. This will include encouraging and helping children with their art projects, assisting with group projects, supervising children, and performing first aid as necessary. Employee is also responsible for screening and handling a variety of routine inquiries in person. Employee must exercise independent judgment, discretion, and initiative in completing tasks. Employee must also exercise considerable tact and courtesy in frequent contact with the general public.

#### ESSENTIAL JOB FUNCTIONS

- Greets and provides high-level customer service to visitors, directs visitors to appropriate locations, records/relays messages and responds to requests for service/assistance.
- Performs customer service functions in person; provides detailed information or assistance regarding department/division services, activities, fees, or other issues; and refers complaints/problems to appropriate personnel.
- Assists in the setup of needed materials, equipment, and other items for programs/activities.
- Develops, completes, understands and interprets various schedules, calendars, attendance records, incident/accident reports and other documents.
- Serves as liaison between staff members, instructors/coaches, the public or other individuals or organizations for the distribution and receipt of routine information and conveys information to appropriate department personnel.

- Communicates with supervisor, employees, volunteers, contractors, vendors, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Monitors inventory of Strokes supplies; ensures availability of adequate materials to conduct work activities.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

No work experience is required for this entry-level position. Experience or education is preferred, which provides the necessary knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

Driver License preferred

#### **Knowledge, Skills and Abilities:**

- This job requires a high degree of human relations skills. Ability to motivate and lead participants in the field of Art.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to read, review, prioritize, and analyze master schedules and other documents. Includes determining time management of when to complete needed tasks with multiple deadlines.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to exercise independent judgment to apply facts and principles to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations when needed.

### **PHYSICAL DEMANDS**

The work is moderately physical and may involve some lifting, carrying, climbing, pushing and/or pulling of objects and materials of light to medium weight (5-50 pounds). Tasks may involve standing on your feet for an extended period of time, demonstrating art techniques, and bending over to assist students with their projects. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Must be able to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*