

*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 Instructor

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

**Pay Range:** \$15 - \$20 / Hourly

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

#### JOB SUMMARY

The purpose of this position is to develop all lesson plans and direct and supervise arts activities for the Strokes campers. Group and individual projects are required. Works closely with the Visual Arts Coordinator to organize camp and communicate with parents. 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. Employee must be able to work independently with limited supervision.

#### ESSENTIAL JOB FUNCTIONS

- Communicates with and between supervisors, participants, and parents with regard to the program and the students.
- Sets up materials, equipment, and other items for programs/activities and cleans up after activities are completed.
- Develops, completes, understands and interprets various schedules, calendars, attendance records, incident/accident reports, and other documents.
- Monitors inventory of Strokes supplies; ensures availability of adequate materials to conduct work activities.
- Maintains confidentiality of departmental documentation and issues.
- Photographs camps and submits weekly photos to the Coordinator.
- Directs parents and campers to proper studios.
- Acts as liaison for behavior problems.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Possess or be pursuing a Bachelor's degree in early childhood education, recreation, art, or a similar field. A high school diploma, experience working with children, and a demonstrated aptitude in art is required.

### **Licenses or Certifications:**

Driver's 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 attend preplanning and pre-camp meetings.
- Ability to exercise independent judgment to apply facts and principles to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations when needed.
- Be creative and collaborative and work well as a member of a team.
- Show professionalism, energy, responsibility, dependability, and have the ability to multi-task.

## **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.*