

**CITY OF GROTON
POSITION DESCRIPTION
ARTS AND CRAFTS ASSISTANT**

Position Description: Arts and Crafts Assistant
Department: Parks and Recreation
Reports To: Arts and Crafts Specialist and/or Playground Supervisor
Contract: Seasonal
Approval Date: February 1, 2018

SUMMARY

The Arts and Crafts Assistant, under the direct supervision of the Arts and Crafts Specialist and/or Playground Supervisor, assists with the arts and crafts activities for the City of Groton Parks and Recreation Summer program.

1. Assists in gathering the materials to be used in the arts and crafts projects.
2. Assists in developing new and original ideas for the arts and crafts activities.
3. Assists in teaching the basic fundamentals and develops new techniques for relating concepts to program participants.
4. Assists in maintaining an accurate record of materials inventory.
5. Engages in group activities when needed, i.e.: Field trips, beach activities, etc.
6. Follows all safety rules and assists in maintaining a safe environment for program participants.
7. Promotes a professional and courteous image of the City of Groton.
8. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in the use of materials used in arts and crafts projects.

Able to develop and maintain effective relationships with co-workers, program participants and members of the general public.

Knowledge in the principles and practices of recreational activities.

Knowledge in the techniques pertaining to arts and crafts.

EDUCATION AND/OR EXPERIENCE

Must be at least 15 years of age or older when applying for this position.

Experience in group arts and crafts activities.

At least one (1) year of experience in group arts and crafts activities, preferably as a leader in an organized recreational program.

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PHYSICAL DEMANDS

While performing the duties of this position, the individual is frequently required to stand, walk, sit, talk, hear, use hands and fingers, reach with hands and arms. May occasionally be required to lift up to twenty (20) pounds.

WORK ENVIRONMENT

The work is performed in a building or in a pavilion. The employee may be exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE