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**CRAFT INSTRUCTOR JOB DESCRIPTION**

**SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:**

Responsible for the supervision and coordination of participants as well as the effective organization of crafts for individuals of all ages.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

• Ability to provide crafts for all ages and abilities.

• Be respectful to all concerns and needs of participants.

• Ability to work with individuals of all ages and different interests.

• Ability to organize weekly crafts and arrive promptly for all classes.

• Assure craft area is cleaned and organized before, during, and after class is completed.

• Provide a full list of inventory to the Recreation Director at the beginning of the summer.

• Provide a variety of crafts classes and manage a schedule.

• Must be upbeat and energetic throughout classes.

• Work hours as scheduled including before and after class time; helping to answer participants

and/or parents’ questions as needed.

• Attends mandatory meetings and training sessions as scheduled.

• Appear professional in appearance and attitude at all times.

• Complete all other duties as assigned and appropriate.

**QUALIFICATIONS:**

• Must be 16 years of age.

• Ability to teach with energy and enthusiasm.

• Ability to interact positively with patrons.

• Possess knowledge and the ability to demonstrate craft.