

# CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9632

## **DAY CAMP ARTS and CRAFTS SPECIALIST**

### NATURE OF WORK

This work involves the teaching of arts and crafts to youths eight to fourteen years old.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Coordinates and leads arts and crafts projects for campers.

Supervises campers during craft classes.

Keeps Arts and Crafts rooms clean.

Orders supplies.

Provides customer assistance and responds to inquiries and complaints.

Judges morning songs.

Assists in Friday special activities.

Prepares certificates and awards each week and hands them out at the Friday programs.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of youth oriented arts and crafts.

Ability to organize and conduct arts and crafts classes.

Ability to communicate effectively with workmates and the public.

Ability to plan, schedule, assign, and oversee the conduct of classes.

Ability to understand oral and written instructions.

Ability to move about the facility 75 to 100% of the workday.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including some nights.

Must be able to work outdoors all day.

Must have one year of experience as a camp counselor or arts and crafts instructor.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Tools and Equipment Relative to the Specific Crafts