

*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 Specialist

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

**Pay Range:** \$12 - \$15 / Hourly

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

#### **JOB SUMMARY**

Provide direct supervision and management of performing arts camps; working closely with Instructors and the Program Coordinator in organizing and communicating with parents. May substitute teach for brief intervals as necessary. This position is a customer service and staff support position. Employee will be expected to assist the instructor with room set up and takedown of the art camps. Employee will assist with scheduled activities and programs throughout the camp. Employee will provide assistance in the supervision and management of creative arts camps while working closely with instructors and Program Coordinator in organizing and communicating with parents. 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.
- Opens and closes facilities, gyms, restrooms, storage rooms with the use of keys and/or door codes.
- 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.
- Communicates with and between the Coordinator, instructors, staff, and participants with regard to the programs and students.
- Monitors inventory of supplies; ensures availability of adequate materials to conduct work activities.
- Photographs camps and submits weekly photos to the Coordinator.
- Prints and distributes weekly rosters to all camps.
- 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 schedules and other documents.
- 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.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Be creative and collaborative and work well as a member of a team.

### **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.*