

Township of Ocean Recreation Office
**Morning Recreation & Project Extend Crafts Specialist
Job Description**

Qualifications

- Ability to lead youth and direct support staff through daily craft activities
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- CPR & First Aid certification preferred.

General Description of Responsibilities

Work with the Program Coordinator to provide a safe and beneficial craft program. The position will include direct supervision of participants and staff.

Essential Responsibilities

- Plan and implement daily craft activities.
- Prepare the site for the daily activity. Set up daily materials.
- Clean and clear the site at the end of the activity.
- Maintain inventory of necessary materials.
- Will be responsible for presenting certain aspects of staff orientation and parent orientation.
- Supervise a craft counselor and counselor in training as assigned by the Program Coordinator.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately, communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or the Recreation Office.

Essential Dates for 2016 Season

Program Dates: June 27 – August 5, Mondays – Fridays.

Daily Hours: 8:30 a.m. – 12:30 p.m.
12:30 p.m. - 4:30 p.m. 3 - 4 days per week

Staff Orientation: Wednesday, June 22, 9:00 am – 1:00 pm (West Park Rec.)

Thursday, June 23 9:00 am – 1:00 pm (West Park Rec.)

Supervisor Orientation: Wednesday, June 1, 7:00 – 9:00pm (West Park Rec.)

Thursday, June 2, 7:00 – 9:00pm (West Park Rec.)

Crafts Specialist must be present on all dates of orientation.