



Town of Plaistow, New Hampshire

HUMAN RESOURCES DEPARTMENT

Plaistow Town Hall
145 Main Street
Plaistow, NH 03865

(603) 382-5200 Office
(603) 382-7183 Fax
Email: Recreation@Plaistow.com
Web: www.Plaistow.com

Position Title: SUMMER ARTS & CRAFTS COORDINATOR (Seasonal Position)

Location: Onsite – Town of Plaistow Recreation

Department: Recreation

Terms of Employment: Seasonal, 7-week Program, 8:15 AM-4:15 PM *(Subject to program changes)*

FLSA Status: Non-Exempt

Anticipated Start Date: Late-June 2025 – Mid-August 2025
There will be program development preparation and training hours prior to the program start date.

JOB SUMMARY:

Oversee and manage all aspects of the arts & crafts activities of a seven-week Summer Day Camp Program for up to 120 children per week in Grades K – 6. The Summer Recreation program operates at 51 Old County Road in Plaistow. This position is flexible with a minimum of 24 hours per week and maximum of 40 hours per week. The program begins in late June with some training hours required prior to the start of camp and ends Mid-August. The Summer Arts & Crafts Coordinator works in an indoor/outdoor environment, with the majority of the time spent working outdoors, and is often required to do several tasks expeditiously and concurrently. This position will require a great deal of interaction with children, parents/guardians and the community.

REPORTS TO:

The Arts & Crafts Coordinator's immediate supervisor is the Summer Camp Director.

SUPERVISION EXERCISED:

The Arts & Crafts Coordinator will not have employees to supervise.

GENERAL RESPONSIBILITIES:

- Implement all arts & crafts-related activities, participating and engaging with campers and counselors.
- Plan short-term projects that can be brought home daily or weekly.
- Plan projects that are age appropriate for campers between the Grades K-6.
- Plan projects that coincide with the camp's weekly themes.
- Create a quality experience with high-level energy, enthusiasm, and a positive attitude.
- Coordinate supply orders with the Summer Camp Director in a timely manner.
- Organize and maintain art supplies.
- Promote positive character values in a caring camp environment.
- Assist in pre-program set-up and end of day clean up.

MINIMUM QUALIFICATIONS REQUIRED:

- At least 2 years of leadership experience in a day camp, childcare position or educational setting. Arts & crafts experience preferred.
- Highly organized
- Knowledge of the developmental stages for grades K-6.
- Applicant will be subject to a criminal background check and medical examination as part of a conditional employment offer.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Current CPR and Standard First Aid certifications or willingness to obtain **prior to the program start date.**

KNOWLEDGE, SKILLS & ABILITIES:

- Strong communication, leadership and public relations skills.
- Ability to train and motivate staff.
- Professional and tactful interpersonal demeanor.
- Ability to think critically and make sound evaluations.
- Flexible and resourceful in daily operations.

PHYSICAL REQUIREMENTS:

- Walking, jogging, running, bending, twisting, swimming, hiking, reaching and lifting of moderate to heavy weight up to 50 lbs.
- Able to work outdoors in all weather conditions.

SUMMARY OF OCCUPATIONAL EXPOSURES:

- May be exposed to sunscreen and other chemicals; cleaning fluids and disinfectants, art supplies, photocopier toner, printer cartridges, dirt, dust, herbicides, pesticides, as well as health risks associated with providing emergency medical treatment in advance of rescue personnel.

SALARY INFORMATION: Up to \$15.00 per hour, depending on experience.

BENEFITS: There are no benefits associated with a seasonal position.

REQUIRED DOCUMENTS FOR APPLICATION:

Applicants should be prepared to provide the following documents:

- Town of Plaistow Application
- Resume
- Three (3) recent references, including contact Information. References should be non-family members that can attest to your work ethic and character.
- Letter of Interest

Please submit a completed application, resume, references and letter of interest to Jenn Gusler, Town of Plaistow, NH Recreation Director at Recreation@plaistow.com .

APPLICATION DEADLINE: Open Until Filled

The Town of Plaistow is an Equal Opportunity Employer, DOQ/DOE

The above statements are intended to describe the general nature and level of work being performed by the people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management as a case-by-case basis.