



# FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 – tel. 845.831.3371 – fax 845.831.3169 – [www.fishkillrecreation.com](http://www.fishkillrecreation.com)

## ARTS & CRAFTS DIRECTOR/RECREATION ASSISTANT

Recreation Assistant

### **JOB REQUIREMENTS & DESCRIPTION:**

**Starting Rate of Pay: \$17.00 per hour**

The Town of Fishkill offers high quality summer day camps each year for parents in need of daycare and/or children looking for active recreation opportunities during their summer break. Applicants should be caring, compassionate, safety conscious, energetic, & have experience caring for children in the age range of the respective camp they are applying for. Our goal is to enhance the lives of every child that attends by exposing them to a variety of vibrant, quality, and efficient recreational activities. For more details, please visit our website at [www.fishkillrecreation.com](http://www.fishkillrecreation.com) and select the appropriate link under the “Summer Camps” tab.

### **MINIMUM QUALIFICATIONS:**

1. Must be at least 17 years of age by June 1st.
2. Must be mature, of good character, positive role model, and possess suitable personal qualifications.
3. Must be in good physical and mental health, and have the energy and emotional stability necessary to fulfill the responsibilities of the position.
4. All Employees should have the ability to run, climb on playground equipment, play with the children, and participate in all activities which may include but not limited to sports, dancing, exercise, and crafts.
5. Must have experience in supervising and working with children.
6. Must be responsible, reliable, and have reliable transportation.
7. Must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the camp program.
8. Must attend scheduled staff trainings and meetings.
9. Must provide references.
10. Must pass all background checks including but not limited to fingerprinting, child abuse, sex offender registry, and criminal.
11. Must pass annual and random drug tests.
12. In order to complete background checks, drug tests, and references, applicants must be able to provide some or all the following:
  - a. Copy of driver’s license or other government issued identification.
  - b. A statement or summary of each applicant’s employment history including, but not limited to, any relevant child-caring experience; (the names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant’s character, habits and personal qualifications to be a school-age child care program staff member)
  - c. A sworn statement by the applicant indicating whether, to the best of the applicant’s knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction and fingerprint images as required to comply with the requirements of 413.4 of this Title; and
  - d. The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment as required by section 414.10(b)(i) of this Part.
  - e. The information necessary to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the Protection of Persons



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with Special Needs, pursuant to Section 495 of the Social Services Law, as required by section 414.10(b)(1)(ii).

## **OTHER REQUIREMENTS:**

1. Must be at least 17 Years old by June 1st.
2. Must commit to all 7 weeks, training sessions and staff meetings.
3. Must be available Monday-Friday between 8:00am-3:00pm.
4. Must be available for occasional Pre-Camp shifts from 7:00am-8:00am.
5. Must be available for occasional Extended Day shifts from 2:30pm-6:00pm.
6. Must have reliable transportation.
7. Must have the ability to work independently, cooperatively, and take initiative.
8. Arrive to work on time and prepared, physically and mentally for the day's schedule of activities.
9. Must have a background or other experience teaching arts & crafts.
10. Must be creative and have a good imagination.
11. Responsible for ensuring the highest standards of safety and quality programming in the areas of arts, dance and drama.
12. Serve as a role model and guide campers in appropriate behaviors, language, attitudes, and activities.
13. Must have a Positive, "can do" attitude.

## **TYPICAL WORK ACTIVITIES:**

The Arts & Crafts Director plans, facilitates, and supervises all creative art-related activities for the camp. The arts & crafts director is responsible for maintaining the Arts & Crafts station and supplies. This is a support staff position. The following is indicative of the level and types of activities performed by Arts & Crafts Director. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Develop an Arts & Crafts program which includes projects, crafts, and activities.
2. Planning hours provided to plan and prepare Arts & Crafts Program prior to start of camp.
3. Plan, direct, and supervise daily arts & crafts activities and projects.
4. Submit plans to the Recreation Director prior to the start of camp.
5. Activities must fulfill entire scheduled time slot allotted.
6. Assist with overall camp activities
7. Pickup and drop-off supplies at Rec Center when needed.
8. Inventory and submit weekly supply orders to the Recreation Director.
9. Motivate and include all campers and staff.
10. Encourage creativity