

**TOWN OF GREENWICH
YOUTH PROGRAM
2 ACADEMY STREET
GREENWICH, NY 12834**

518-692-7137 ext. 103 www.greenwichny.org

The Town of Greenwich Youth Program is seeking to hire a qualified individual to fill our Arts and Crafts Director Position! Below are the required qualifications for the position:

- ✓ Must be at least 18 years of age
- ✓ Must be available from Monday, July 5th-Friday, August 5th, 2022
 - Monday-Thursday: 8:30 am – 3:30 pm
 - Friday Field Trips: 8:30 am – end of trip
- ✓ Must have a Bachelor's Degree
- ✓ Education/Early Childhood Major preferred.
- ✓ Arts background preferred but not required.

CPR and First Aid class attendance is required. An additional course will be required for the Director position. If you are hired, you will be notified of the date and time.

Please complete the enclosed application in full along with your professional resume and optional cover letter and return to the address above.

If you have any questions about the application or position, please contact Amy McPhail at 518-692-9542 ext. 6303 or Joanna Messina at the number above.

Job Description:

The Arts & Crafts Director will be responsible for the oversight of the morning Arts& Crafts portion of the program. This includes various craft projects organized and coordinated by the director. There are two alternating age groups of K-3 and 3-6 grades that alternate between Arts & Crafts and outdoor activities each day. Thoughtfulness and planning will need to go into each days activities to align with each age group.

During the afternoon portion of the program, the Arts & Crafts Director will assist the Program Director at Lake Lauderdale with the oversight of the campers. The coordination between the A&C Director and Program Director in the PM program will be discussed after hire.

The A&C Director will serve as an additional Field Trip Director for the Friday Field Trips. The trips are to various locations which will be determined at a later date. The A&C Director will be responsible for oversight and safety of the campers on the trips.

DATES OF ANY ANTICIPATED DAYS OFF, ALSO STATE THE REASON FOR THE DAYS OFF

DO YOU TAKE ANY MEDICATIONS, HAVE ANY SERIOUS LIMITATIONS, MEDICAL PROBLEMS OR ALLERGIES THAT WE SHOULD BE MADE AWARE OF? IF SO, PLEASE EXPLAIN.

ARE YOU CERTIFIED IN CPR, FIRST AID OR LIFEGUARDING? (PLEASE ATTACH COPIES OF CERTIFICATES)

PLEASE NOTE

Our Summer Recreation Program will run from Monday, July 5th to Friday, August 5, 2022. In order to be considered for a position in our Program, you must return the completed application, resume and optional cover letter and attach copies of any certifications you have no later than March 1, 2022. You may return the forms to Amy McPhail at the Greenwich High School Office or to:

Joanna Messina
Town of Greenwich Youth Program
2 Academy Street
Greenwich, NY 12834