

VILLAGE OF BROOKLYN HEIGHTS
ART IN THE PARK STAFF ASSISTANT SUPERVISOR

The Art in the Park staff consists of a Supervisor, Assistant Supervisor and one paid Student who work together as a team under the direction of the Community Services Director.

The program is held in our village park and we have a community building as a back up if the weather is bad. The sessions are held Monday, Wednesday and Friday, 12:30 - 3:00 pm from June 12th through July 28th.

Direction and assistance with art projects is the main focus for each session. Administrative tasks, shared by the staff, are outlined below.

We need an energetic, creative individual who has a passion for art and enjoys working with children!

1. Selection of field trips, presenters and crafts
 - a. Review projects if appropriate for all ages including difficulty, interest
 - b. Have an understanding of grant requirements

2. Manage a group of children ages 5-12 (average of 30-40 come to each session.)
 - a. Crafts
 - b. Physical Activities
 - c. Snack Time
 - d. Field Trips
 1. Assigning children to vehicles
 2. Ensure good behavior and safety during field trips

3. Manage group of high school student volunteers (approximately 15-20 students)
 - a. Assign student volunteers to groups of children for all aspects of program
 - b. Ensure good behavior, safe practices and staying on task

4. Ensure necessary paperwork is completed at daily sessions
 - a. Student volunteer hours
 - b. Parent sign in/out

5. Discuss any parent inquiries with Community Services Director

Anyone interested is welcome to call Thea Guilfoyle, Community Services Director, to discuss the position in greater detail. Resumes and/or letters of intent can be:

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