

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)  
CHILDREN'S ARTS & CRAFTS MANAGER**

**Reports to:** Managing Director

**Supervisory Function:** Assistants, staff or volunteers (1-3)

**Purpose:** Develop and teach Arts & Crafts lessons to children ages 3-11.

**Job Type:** Seasonal / Part Time during 9-week CSA summer season (mid-June – mid August) every Tuesday and Thursday from 1:00pm – 3:15pm; additional time required for lesson preparation, set-up, and clean-up

**Skill and Knowledge Requirements:**

- Previous teaching experience and strong, demonstrated organizational skills
- Knowledge with arts and crafts - making objects for decoration and practical uses by hand
- Experience working with children
- Excellent written and verbal communication skills
- Recognize role and responsibilities as part of the overall CSA mission by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff.

**Essential Functions:**

- Develop and implement art & crafts lessons that develop and promote creativity in children by giving instruction, individual assistance and encouragement
- Create a fun and safe learning environment
- Take attendance and learn children's names
- Serve as a resource for ideas, changes, and improvements in the Children's Arts & Crafts program
- Secure supplies, prepare materials and arrange set up and clean up
- Ensure that class ages and schedules are listed on the CSA schedule of activities
- Participate with Managing Director in the selection and supervision of staff and/or volunteers to assist in the lessons
- Arrange for a substitute should the need arise, coordinate with Managing Director

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. Must be able to stand for periods of two hours or more.

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**NOTE:** Although the position title bears a similarity to the Women's Association Annual Arts & Crafts Fair Chair, the Children's Art & Crafts Manager is not responsible for that Fair.