



## GREENFIELD PARKS AND RECREATION

280 North Apple Street

Greenfield, Indiana 46140

Park's Phone: 317-477-4340 Senior's Phone: 317-477-4343

FAX: 317-477-4341

Website: [www.greenfieldin.org](http://www.greenfieldin.org) Email: [parks\\_rec@greenfieldin.org](mailto:parks_rec@greenfieldin.org)

### **JOB DESCRIPTION: Recreation Leader (Art-Crafts focus)**

**DEPARTMENT: PARKS & RECREATION DEPARTMENT**

**HOURS OF WORK: Monday, Thursday or Friday starting at 6:00 PM and/or  
Saturdays starting at 2:00 PM**

**SALARY: \$10/hour**

### **WORK INVOLVED**

Employee will have a main focus of leading children and Adults in basic Recreation Art and Craft Programs sponsored or coordinated by the Greenfield Parks and Recreation Department. Employee will report to Parks Management and be the lead-point person for art mediums like charcoal pencil drawing and mostly painting. Department will provide Canvas and all supplies that are needed. Employee will trace out 3-4 pictures with pencil onto the canvas - EX: very basic animals, flowers, etc. Participants pick between the 3-4 pre drawn pictures on the canvas and fill it in with paints of their choosing. Employee can guide them through the process. Expert skills and experience not required. Be a point person/leader to check in with. All classes would take place at the Patricia Elmore Center. Class format can be 1 day workshops or 4-6 week sessions. All duties are required for completion as assigned. .

### **JOB REQUIREMENTS**

Minimum of a high school diploma or equivalent knowledge. Reliable transportation is a must. Must have legal authorization to work in the United States. Prefer previous experience in working with leagues/recreation settings, planning, organizing, and conducting simple recreation activities and games. Prefer experience in the supervision of adult/child class settings. Punctuality and regular attendance is a requirement. Must be able to follow oral and written instructions. Ability to be flexible and dependable. Prefer a high interest and ability in being creative with art/craft activities and making of crafts and ability to communicate. Good knowledge of leadership techniques is preferred. Knowledge of the care and use of recreation equipment is preferred. Knowledge of basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR certification preferred. Ability to work with staff in a respectful, professional manner.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

P  
a  
r  
k  
s  
  
a  
n  
d  
  
R  
e  
c  
r  
e  
a  
t  
i  
o  
n  
  
D  
i  
s  
c  
o  
v  
e  
r  
  
T  
h  
e  
  
B  
e  
n  
e  
f  
i  
t  
s  
  
.

.TM



## Employment Agreement

### EMPLOYMENT STIPULATION(S)

**Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.**

**IMPORTANT-You will be evaluated to some degree at all times. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.**

**By signing this document, you are agreeing that you have received a copy of your position's job description**

**The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Program Instructor (if hired).**

**You may accept this letter/agreement portion, which is not a "contract" of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.**

**Employee Name (Print Name)**

---

**Employee Signature (Sign Name)**

---

**Date** \_\_\_\_\_