

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Music & Arts Camp Teacher
DEPARTMENT: Parks and Recreation
REPORTS TO: Music & Arts Camp Director

GENERAL DESCRIPTION:

Incumbent plans, implements and evaluates a curriculum in their assigned subject area. Incumbent supervises program participants.

ESSENTIAL DUTIES:

1. Supervises program participants and is responsible for the safety, accounting and discipline of children in their class.
2. Plans, prepares, implements and evaluates assigned subject areas.
3. Completes required year-end paperwork including evaluation, recommendations, lesson plans and orders.
4. Communicates effectively with all camp staff, directors, and campers.
5. Regularly attends and is punctual for work.
6. Attends staff meetings and final performance.
7. Adheres to and enforces all established Town and Department policies and procedures; maintains confidentiality of records and information as appropriate.
8. Observes safe work and play practices.
9. Represents the Town in a professional and Courteous manner at all times.

OTHER JOB FUNCTIONS:

1. Assists with the set-up and break-down of camp site.
2. Performs related work as required.

QUALIFICATIONS PROFILE:

- Considerable knowledge of subject area and classroom management.
- Ability to lead an activity
- Ability to follow oral and written instructions and to learn Town procedures. Ability to communicate orally and in writing in a clear, concise, and persuasive manner. Ability to read and interpret plans and procedures
- Ability to fill out forms and charts, perform basic arithmetic, and prepare reports and records
- Ability to establish and maintain effective working relationships with campers, co-workers, colleagues, and the public
- Ability to oversee the work of others

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to lift objects weighing up to 25 lbs. Must be mobile and able to sit and/or stand for prolonged periods of time. Able to perform skills which require hand-eye coordination such as using a computer
- Ability to see objects far away as in driving; see objects closely as in reading a report; and discriminate colors. Ability to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Ability to communicate through human speech
- Ability to concentrate on fine detail with some interruption. Needs to attend to task/function for 25-45 minutes at a time. Ability to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember task/assignment given at beginning of a period of time extending several days and over long periods of time
- Ability to work professionally with co-workers, supervisors, customers and the public at large. Exposure to high and low temperatures and conditions in outside weather; exposure to radiation (UV sunlight)

MINIMUM TRAINING AND EXPERIENCE:

- Graduation from college or university with a bachelor's degree in Education, Art, Music, Drama, Dance or related field.
- One-year teaching experience in subject area.

LICENSE OR CERTIFICATION:

None

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.