

RECREATION SPECIALIST—ART



Reports To: Summer Camp Coordinator

FLSA Status: Non-Exempt

Job Type: Seasonal

General Function:

The Recreation Specialist – Art is responsible for planning and leading creative, hands-on art activities for campers in a fun, safe, and encouraging camp environment. This role is ideal for someone who enjoys working with children and has a passion for visual arts and creativity. The Art Specialist fosters artistic expression while helping campers build confidence, fine motor skills, and an appreciation for the arts. Duties are performed under the direction of the Summer Camp Coordinator. Serves as an integral part of the Summer Camp Leadership Team.

Essential Functions:

Attendance: punctual and regular attendance required.

Art Program Design & Delivery: Plan, organize, and lead daily art projects such as painting, drawing, sculpting, printmaking, collage, and crafts. Adapt art projects to be age-appropriate and inclusive for different camper age groups and skill levels. Maintain a structured, welcoming, and inspiring art space that encourages creativity and exploration.

Camper Engagement & Staff Support: Encourage campers to express themselves through visual arts and celebrate their individual efforts. Provide guidance and instruction while allowing camper independence and experimentation. Manage group dynamics and assist with camper behavior as needed. Guide campers through hands-on learning and ensure all participants are safe, included, and actively engaged. Train and support camp counselors in facilitating creative learning when needed. Serve as a positive role model, promoting respect for the arts and camp values. Personal interaction with campers is required daily.

Safety & Risk Management: Ensure the safety and cleanliness of the art space and materials. Maintain inventory of supplies and notify supervisors when materials need to be replenished. Follow and enforce all camp safety policies, including proper tool/material use and supervision ratios. Respond to incidents and complete documentation as required.

Operations & Team Collaboration: Work closely with other program specialists and counselors to integrate art with camp themes and special events. Assist with camp-wide activities and contribute to a positive, team-oriented camp culture. Participate in staff training, daily check-ins, and end-of-session wrap-up.

Other Duties: Must maintain good working relationships with all City employees, pool staff, the public, parents, and campers. Must set a good example for campers by encouraging respect for others, their personal property, camp equipment, and City facilities.

Equipment Used:

Misc. arts and crafts equipment, Computer, tablet, calculator, copy machine, cell phone, telephone, and a variety of miscellaneous office equipment, and software packages.

Minimum Requirements for Entry to Position: Must have previous experience teaching or leading art activities with children or youth programs. Strong artistic skills in a variety of mediums (2D and/or 3D visual arts) required. Strong leadership, communication, and group facilitation skills. Excellent communication and interpersonal skills, public relations, organization, and planning skills; general knowledge of camp

administration and recreational programming. Knowledge of necessary safety protocols to ensure a safe environment for campers, employees, parents, and the public. Must have the ability to understand and follow oral and written instructions. Must be available for the entire camp season, including training and wrap-up.

Special Requirements: Ability to work outside the normal 8 am to 5 pm workday, and to work various shifts as necessary. Current CPR/AED certification (or willingness to obtain).

Physical Requirements: Must be able to work indoors and outdoors in all weather conditions, including extreme heat temperatures. Ability to move from one place to another both inside and outside the Recreation Center and Aquatics Facility; ability to use various arts and crafts equipment; ability to walk on uneven surfaces and a variety of outdoor terrain; ability to communicate effectively with campers and staff and to listen and understand to what they are saying, ability to lift and transport items up to 20 pounds from one area to another. Ability to remain in a stationary position for extended periods of time while working on a computer.

Pay Range:

\$16.00-20.00 per hour

About the City of Wyoming:

The City of Wyoming is a welcoming, safe, and diverse community for its residents and its visitors. Its small-town charm offers opportunities to interact with neighbors, strengthen friendships, and cultivate new ones. The City of Wyoming actively encourages equal opportunity for all its citizens. Its employees operate within a culture of inclusion. Wyoming implements policies that enhance public trust, pedestrian-scale redevelopment, sustainability, waste reduction, and the preservation and health of the natural environment. The City of Wyoming promotes sound economic and financial planning practices to protect its good fiscal health, and it proactively responds to new economic, environmental, and social opportunities.

Working in the City of Wyoming is a great opportunity for anyone looking to make an impact in local government. The city provides a great support structure to its employees including its benefit packages, access to resources, and an environment that fosters innovation and creative thinking. Wyoming residents are invested in the operations of their local government and are eager to work with staff to continually improve service delivery. Working in a smaller organization fosters a sense of family among its employees. Employees are given opportunities to learn and expand their skill sets, including opportunities for training, tuition reimbursement programs, and memberships to professional organizations.

The City of Wyoming is proud to be an Equal Employment Opportunity Employer.

Approved: _____ Date _____
City Manager

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.