



## **SYCAMORE PARK DISTRICT Youth Instructor**

Job Title: **Art Instructor**  
Department: **Recreation**  
Reports To: **Recreation Supervisor**

Prepared Date: **February 2025**

### **Summary**

Under the supervision of the Recreation Supervisor, the Art Instructor is responsible for planning and leading engaging and inclusive art programs, including one-day art classes and week-long summer art camps. The instructor should foster creativity, self-expression, and artistic skill development in participants while maintaining a fun and welcoming environment.

### **Essential Duties and Responsibilities**

- Develop and lead interactive, age-appropriate art lessons for one-day classes and summer art camps.
- Maintain and promote excellent customer service relations with participants, parents, and staff.
- Encourage creativity and self-expression through various artistic mediums and techniques.
- Provide a structured yet flexible curriculum that meets the goals and expectations of the program.
- Prepare lesson plans and program descriptions in advance, making them available to the Recreation Supervisor as needed.
- Communicate with the Recreation Supervisor to request supplies and materials needed within the approved budget.
- Ensure an engaging and inspiring learning environment that is safe and inclusive.
- Attend all required training sessions and scheduled meetings.
- Respond promptly and professionally to any emergencies, complete necessary paperwork, and notify appropriate staff.
- Assist with the general maintenance and upkeep of the art room and supplies.
- Enforce Park District rules and guidelines in a professional and positive manner.
- Maintain a high level of concentration and attention to detail while instructing.
- Present a professional appearance and positive attitude while performing duties and representing the Park District.
- Perform other related duties and special projects as assigned.

### **Safety and Risk Management**

- Maintains a working knowledge of all general agency and department-specific safety rules.
- Reports any work-related injuries to supervisor promptly.

- Attends required safety programs and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.
- Uses proper material handling, equipment, or staff assistance when lifting and/or moving objects **50 pounds or heavier**.
- Completes incident/accident report forms and promptly forwards them to the Recreation Supervisor.

### **Supervisory Responsibilities**

- May oversee a classroom assistant and/or volunteer while on duty.
- Ensure safe and proper use of all art materials and equipment.

### **Competencies**

The ideal candidate should demonstrate the following competencies:

- Creativity & Instruction – Ability to teach various techniques while encouraging individual expression.
- Safety Awareness – Follow safety procedures and ensure proper handling of art supplies and materials.
- Dependability – Show up on time, complete tasks efficiently, and communicate effectively.
- Planning & Organization – Plan and organize lesson content, materials, and program structure.
- Professionalism – Maintain a positive attitude and treat others with respect.
- Problem Solving & Adaptability – Address challenge and adjust lesson plans when necessary.
- Interpersonal Skills – Communicate effectively with participants, parents, and colleagues.
- Teamwork – Work collaboratively with staff to ensure a successful program.

### **Qualifications**

- Must be at least 18 years of age
- Experience working with youth in an instructional setting required
- Prior experience in art instruction or camp setting preferred

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Background in fine arts, art education, or a related field preferred
- Previous experience teaching in a classroom or camp setting preferred

### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports, lesson plans, and correspondences and to speak effectively before groups of participants, parents, or employees of organization.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of word processing software and the Internet. Common use practices of cell phone, email, texting.

## **Certificates, Licenses, Registrations**

- CPR, AED, & First Aid Certified, or a willingness to be certified.

## **Physical Demands**

- Ability to stand, walk, bend, kneel, and move around classroom while instructing
- Occasionally lift and move supplies up to 50 lbs
- Work indoors in a classroom setting with occasional outdoor activities
- Moderate noise level due to group settings

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to various inside as well as outside weather conditions including hot temperatures, humidity and cold. The noise level in the work environment is usually moderate.