



Job Description: Shop Assistant

Saturdays 10-5pm

Occasional Sundays and other opportunities available

Ages: 16+

Rate: \$10-12/hour depending on experience

*Please read to the end of the document for instructions on how to apply.

About The Craftsman & Apprentice children's programming:

We believe in the power of creative play and building self sufficiency through heritage craft traditions like woodworking and fiber arts. All of our program offerings are based on the notion that kids are smart and capable of some pretty tough work. Pair great materials and instruction with creativity and the freedom to make mistakes, and you've got a place where kids thrive on making and doing. When kids explore materials, ideas, and techniques in a safe place, they can both succeed and fail with the confidence of knowing that it's all part of the process. We've taken what we know from more than a dozen years working with kids and created programming that speaks to the craftsman in all of us.

About the job:

Do you have a passion for kids, community and all things crafty? Join our team as a shop assistant and gain valuable experience working with our crew of talented teachers and craftspeople. As the shop assistant, you'll assist with parties and workshops, help keep the shop organized, stocked and tidy, and interact with customers. A fun, eager, outgoing and reliable personality is a must.

Essential Functions:

Shop/children:

- Prepare materials for each day. Ensure that materials are stored and presented in an organized and functional way
- Must be comfortable using power tools to prep wood and cardboard materials (training provided)
- Maintain an up-to-date supply list for program director
- Maintain an organized, clean, and functional space for children to work
- Alert Program Director in the case of needed repairs, concerns, etc.

- Assist in the implementation of all lessons and activities
- Actively support the emotional and physical safety of all children
- Follow all policies and procedures as stated in handbook including hand washing, snack preparation, etc.
- Assist with retail purchases and client check out
- Stay up to date on program offerings and pricing

Team:

- Participate in regular communication and reflection on events and classes
- Ensure that staffing ratios are maintained at all times
- Assist with record keeping including sign in/sign out sheets and injury/accident reporting in a timely fashion
- Stay aware of changes in activities/policy/procedure/scheduling via email/verbal communication

Additional Functions

- Ability to adapt quickly to children's needs
- Fun, energetic, and positive affect
- Knowledge of best practices in arts education
- Ability to differentiate instruction and support

Qualifications:

- 16+ years old
- 2 + years of experience working with children in a creative setting a plus
- Physical
 - Be able to lift 50 lbs
 - Be able to walk, bend, stand, sit on the floor with children for 8 hour day
 - Be able to physically respond in an emergency
 - Understand the risk of exposure to blood and bodily fluid and use universal precautions in such situations.

Declaration: The foregoing description of duties and responsibilities is not a complete description. Other tasks and duties may be assigned as needed.

How to apply:

Email your resume and cover letter to Delanie Holton-Fessler, Founder at craftsmanandapprentice@gmail.com. Please include the position title in your email subject.

In lieu of a traditional cover letter, please tell us what you hope to gain from the experience of working at The Craftsman & Apprentice