



Job Description: Open Workshop Lead Teacher

Hours: 2:45-6:15 pm M-F

Contract: ends August 24th (potential for fall work and additional teaching opportunities during the summer months)

*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 craftsperson in all of us.

Job description:

The Open Workshop Lead Teacher facilitates the afternoon open workshop sessions during the summer/day camps at The Craftsman & Apprentice for up to 10 kids at a time. As a lead teacher, you will be responsible for creating fun, safe, and engaging maker experiences for kids ages 3-11 (kids younger than 5 have a caregiver present). The lead teacher must be able to communicate with a positive affect, maintain an organized and calm work environment, and differentiate instruction quickly. A strong sense of workspace management is a must. The lead teacher will be responsible for preparing and maintaining materials and tools, cleaning the workshop post shift as well as communicating with clients and staff in a proactive manner. You will have freedom to develop programming and projects that align with the mission and aesthetic of C&a. If you have a passion for art, craft, and old school tinkering, come join our team of passionate educators.

Essential Functions:

Shop/children:

- Prepare materials for each day.
 - Ensure that materials are stored and presented in an organized and functional way
 - Use power and hand tools to safely create materials
- Maintain an up-to-date supply list for program director
- Maintain an organized, clean, and functional space for children to



THE CRAFTSMAN & APPRENTICE

work

- Alert program director in the case of needed repairs, concerns, etc.
- Facilitate and monitor 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.

Team:

- Participate in regular communication and reflection on workshop progress
- 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:

- First Aid/CPR certified (we can help with this)
- CBI background check
- 21 + years old
- 2 + years of experience working with children in a creative setting
- 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.



To apply:

Please email resume and a cover letter* to Delanie Holton-Fessler at craftsmanandapprentice@gmail.com.

Please add “ Open Workshop Lead Teacher” to your email subject.

*In lieu of a traditional cover letter, please tell us about a teaching experience that “lit you up”. We want to know why you love teaching and how your skills will help kids feel creative and empowered.