

City of Imperial Beach
POSITION DESCRIPTION

Title: Craft Instructor
Department: City Manager
Division: Senior Center

GENERAL PURPOSE

Under general direction of the Senior Center Program Coordinator, to assist in the overall operations of the senior citizen center; conduct regular craft project workshops; perform administrative duties as needed; and to perform other related work as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Program Coordinator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide information and referrals of agencies, program or services for seniors; instruct and present various craft projects to seniors; assist in senior citizen outreach efforts; chaperone field trips and occasional outings; organize special events, classes, potluck, etc; record daily attendance and services provided; encourage independent living to senior citizens; assist the Program Coordinator to develop and implement activities; encourage senior citizen participation in program activities; maintain office files; assist in scheduling and coordinating facility use, and interacting with senior citizens.

PERIPHERAL DUTIES

Perform related duties and responsibilities as requested or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Some work experience preferred with senior citizens in any capacity; education equivalent to completion of high school; and experience in various crafts, such as sewing, quilting, painting, etc.

KNOWLEDGE OF

Knowledge of the mechanics of sewing machines. Knowledge of senior citizen resources and services available.

ABILITY TO

Ability to organize and direct activities; ability to be creative with limited resources; ability to establish and maintain effective working relationships with senior citizens, general public, and other employees. Ability to work indoors and/or outdoors to meet program activities and schedules. Ability to perform general clerical duties.

SPECIAL REQUIREMENTS

Applicants must possess a valid California driver's license with a safe driving record at the time of appointment. The employee may be required to use personal auto for senior citizen program related functions.

TOOLS AND EQUIPMENT

Any tools and equipment appropriate to Senior Citizen management activities; personal computer, including Microsoft for work and spreadsheet programs; calculator, copy and fax machines, telephone, mobile or portable radio.

PHYSICAL DEMANDS

The employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finer, handle or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to focus.