

Arts Coordinator – Summer Camp Program

Deerfield Parks & Recreation – Deerfield, NH

Seasonal, Part-Time • In-Person • June 22 – August 19

Schedule: Monday–Wednesday, 8:00 AM–4:00 PM (with optional additional hours)

Position Summary

Deerfield Parks & Recreation (DPR) is seeking a creative, responsible, and energetic **Arts Coordinator** to support our summer camp program serving children in grades K–6. This seasonal role runs **June 22 through August 19** and offers an excellent opportunity for someone who loves arts, crafts, working with kids, and helping bring engaging activities to life. The Arts Coordinator helps create a fun and inspiring environment while gaining real skills in project planning, youth leadership, creativity, and recreation programming. The Arts Coordinator will also work closely with the Sports Coordinator on a daily basis, providing support as needed and assisting with the implementation of each other's programs.

Note: Summer camp officially ends August 21, but this role concludes August 19.

Key Responsibilities

- Learn and implement the weekly planned arts and craft activities provided by DPR, with the option to contribute your own ideas and suggest crafts and activities you would like to lead.
- Prepare all craft materials and supplies for each day's activity.
- Lead groups of children (K–6) in arts and craft projects in an engaging, age-appropriate manner.
- Modify crafts to fit various ages, abilities, and time constraints.
- Encourage creativity, positive expression, and confidence in young artists.
- Provide clear instructions and demonstrations to help campers complete projects successfully during craft time.
- Take the lead on craft days while collaborating with the Sports Coordinator and Lead Staff.
- Assist the Sports Coordinator with sports activities when needed.
- Supervise and actively participate in outdoor and indoor camp activities **regardless of weather conditions**.
- Maintain a safe, clean, and organized craft area.
- Receive and implement constructive feedback from DPR administration.
- Represent DPR with professionalism, positivity, and reliability.

- Perform other related duties as needed to support program success and daily operations.
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Required Qualifications

- Must be **at least 16 years old**.
 - Demonstrated responsibility and reliability, including the ability to commit to a fixed Monday–Wednesday schedule.
 - Experience working with children in any of the following settings is strongly preferred:
 - summer camps
 - childcare facilities
 - after-school programs
 - youth arts programs
 - schools or youth groups
 - CPR/First Aid certification (or willingness to obtain).
 - Comfortable leading groups and giving step-by-step instructions.
 - Ability to work outdoors all day and stay flexible with weather-related schedule changes.
 - Strong teamwork skills and the ability to take direction.
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Preferred / Nice-to-Have Skills

- Experience with arts, crafts, or creative project planning.
 - Creativity and the ability to adjust or improvise craft ideas when needed.
 - Interest in art education, recreation, youth programming, or early childhood development.
 - Comfort organizing supplies, prepping materials, and managing small group rotation activities.
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What Makes This Role Unique

This position goes far beyond “helping with crafts.” Arts Coordinators get meaningful, résumé-ready experience by **leading hands-on projects**, preparing materials, guiding campers’ creative expression, and assisting in daily camp operations. It’s an ideal stepping-stone for anyone interested in art, education, childcare, recreation, or leadership roles.