



Newtown
COMMUNITY CENTER

Crafty Kids Instructor

Reports to: Event & Marketing Coordinator

Job Type: As-need (Based on Party Bookings)

Overview

As a **Crafty Kids Party Instructor**, you will lead creative, hands-on arts and crafts activities for children's birthday parties (ages 4-10). You will design and facilitate fun, age-appropriate projects that inspire imagination and allow children to express themselves artistically. This is an **as-needed** position based on party bookings and requires creativity, organization, and a passion for working with children.

Responsibilities

- Communicate with the Event & Marketing Coordinator before each party to review the party details, including the number of children and chosen craft theme
- Plan and prepare age-appropriate craft projects that are engaging, fun, and adaptable to various skill levels
- Provide a supply list in advance to ensure all necessary materials are available
- Set up the craft area before guests arrive, creating an inviting and organized workspace
- Lead children through the craft activity, offering guidance, encouragement, and support throughout the process
- Maintain a clean and organized workspace during and after the activity
- Thoroughly clean up the craft area, including wiping down tables, organizing leftover supplies, and properly disposing of materials

Skills & Qualifications

- Experience working with children in a group setting (teaching, art programs, daycare, recreation, etc.) preferred
- Strong creativity and ability to develop a variety of simple, fun, and age-appropriate art projects
- Excellent communication and leadership skills
- Ability to create an engaging and supportive environment for young artists
- Dependable, organized, and able to work independently
- Comfortable adapting projects based on group size, skill levels, and individual needs
- Must be available on an as-needed basis when parties are booked