



Arts and Education Specialist

Job Description

Reports to: Arts and Education Manager

FLSA: Half-Time Non-Exempt Position

Summary:

Under the supervision of the Arts and Education Manager, the Arts and Education Specialist is responsible for planning, organizing, facilitating and evaluating a broad range of arts and education experiences designed to promote optimal aging for a growing population of Delaware County residents 55 and better. These responsibilities include:

Essential Job Functions and Expectations:

- Develops curriculum, plans, organizes, prepares, implements, facilitates, teaches, creates samples, and evaluates a variety of arts and educational experiences
- Provides programming, as needed, in physical locations, including SourcePoint buildings and in the community, and on virtual platforms, including pre-recorded and online streaming
- Uses technology and SourcePoint applications to communicate with members, staff and volunteers
- Assists with recruiting, training, scheduling and evaluation of arts & education volunteers and contracted instructors
- Demonstrates professionalism with all individuals, including staff, participants, volunteers, contract instructors, and community members
- Functions as Person In Charge, as needed
- Part of the Medical Response Team; recognizes and responds to emergencies in accordance with the organization's emergency response plan
- Follows current and assists in the development of program area protocols, policies, and procedures
- Checks daily room, computer and A/V set up for arts and education programs
- Assists in the organization and cleanliness of arts and education program areas
- Orders arts and education supplies as needed and directed
- Operates within program area budget guidelines
- Assists with planning and implementation of enrichment center special events and activities
- Participates in various center and organizational committees/special events as needed
- Performs other duties as assigned

Qualifications:

- Bachelor of art education, fine arts or related field, preferred; well-rounded, general knowledge of arts and educational topics
- Experience teaching; ability to adapt to hybrid teaching and learning styles
- Experience in program development and overall program cycle in the arts, including teaching art and other creative and educational programs
- Demonstrated experience working with older adults, and ability to foster positive opportunities for optimal aging
- Ability to plan and coordinate both ongoing and future programs concurrently, meet deadlines and successfully handle multiple tasks
- Well-developed interpersonal skills
- Excellent communication skills , including written, oral and presentation
- Strong organizational and administrative skills
- Proficient in the use of MS Office and ability to quickly learn and utilize multiple software programs including membership database software
- Knowledge of and ability to adapt to technology software and hardware as needed for program delivery
- Experience operating within budget guidelines
- Ability to promote a positive work culture throughout the organization
- Ability to work independently, cooperatively, and function as a team
- Ability to handle stressful situations appropriately
- Ability to work a flexible schedule including nights or weekends as necessary
- Certified in First Aid/CPR/AED

Essential Physical Requirements/Working Conditions:

- Must be able to verbally instruct arts and educational classes, hear participants and visually see participant work
- Must be able to move about the building
- Must be able to lift up to 20 lbs.

Other:

It is recognized that in any organization, particularly a small organization, it is necessary to assume new responsibilities appropriate to insure a smooth continuity of operations with the organization. Not only is the Arts and Education Specialist required to wear many hats, but it is expected that this person will be familiar with the work of others to the point of being able to fill in on a temporary basis.

Arts and Education Specialist

Created May 29, 2019

Employee Printed Name

Employee Signature

Date

Revised: May 26, 2021