



LE3 INC

Art Coordinator

Qualifications: Must have the following experience:

1. A minimum of a GED.
2. Experience working in childcare, with children, and/or teaching.
3. Customer service and/or previous work experiences.
4. Experience with creating art lessons, implementing lessons, and thinking outside the box.

Curriculum Expectations: When the children have completed with their academic time they will partake in art activities that allow them to explore creative, hands-on, and unique lessons. The Art Coordinator is responsible to but not limited to:

1. Implement the planned activities with the children during the art rotation.
2. Plan age appropriate art lessons for the day. *Minimum of having a backup plan for each day.*
3. Encourage a positive, motivating, and enriching environment.
4. Conduct and coach children through various problem solving situations.

Daily Responsibilities: Above all job duties, keeping the children safe is the most important responsibility of the day. Below is a list of job duties that should be completed everyday:

1. Check the program spaces to ensure they meet all safety measures.
2. Ensure that any children with allergies and/or medication are always out of reach of dangerous materials.
3. Provide basic first aid to children who need it.
4. During academic time, prep the materials and activities for the day.
5. Participate in daily opening/closing duties.
6. Make sure that if art supplies/materials are running low you let the manager know.

Training Expectations: There are trainings that each Art Coordinator must obtain.

1. CPR/First Aide: each employee must obtain these certifications within the first 30 days of their employment.
2. Virtus Training: must begin during the 60 days of employment and maintain during employment with LE3 if in a Catholic School.

Hours: If there is the option for an AM program to run within the site then the hours may include a morning program. If there is no morning program the hours could pertain just to the PM hours.

1. **PM:** 1:45/2:15 to 6:00 p.m. Monday through Friday. *Start time depends on school.*
2. **Full Day Hours:** On days there is no school, full week vacations, and during summer camp extra hours may be available.
3. **Summer Program:** We offer a 10 week summer program. Full time hours and flexible scheduling are available.