



Job Title: Pop-Up Adventure Play Coordinator	Last Date Modified: March 1, 2018
Exempt/Non-exempt/Contract Position: Contract Position	Full Time / Part Time / Seasonal: Seasonal – April/May through September/October
Schedule: Weekdays, Weekends, Holidays	Minimum Hours: 10 – 20 hours / week
Organization: Fairytale Town	Supervisor Title: Executive Director

The Pop-Up Adventure Play Coordinator leads the planning, coordination, and delivery of Pop-Up Play programs and activities scheduled at Sacramento Public Libraries during the months of May through October. Fairytale Town is committed to providing services in a professional manner with a strong emphasis on a positive interaction with the public. The Coordinator is expected to provide staff services in such a manner.

Job Duties: *Duties may include but are not limited to:*

- Plans and delivers a variety of fun, varied and inclusive play activities for children and families at the Pop-Up Play Days at seven library sites.
- Coordinates logistics with library staff and volunteers.
- Oversees and handles set up and tear down of the events.
- Works with children and families who participate in the event.
- Collects signatures on waivers or assigns the task to responsible volunteers or staff.
- Counts attendance at the events.
- Assists in recruiting and supervising volunteers.
- Collects and evaluates program attendance and participant responses.
- Tracks program costs and makes recommendations regarding the program to the ED.
- Coordinates collection of tools, materials, paints and supplies.
- Maintains inventory of tools, materials, paints and supplies.
- Provides guidance to children using tools and assists children/youth in building projects when asked.
- Promotes the program, including the need for donated materials to local audiences.
- Works respectfully with children and their families to promote a positive peer culture.
- Conforms to budgets, safety and security regulations.
- Cleans and maintains facilities as needed.
- Submits regular written reports to the ED.

Job Skills/Experience Requirements:

- Experience working with children and/or youth of all abilities and backgrounds in a multi-cultural environment.
- Experience performing manual labor duties.
- Experience in arts, crafts, construction or landscaping projects.
- Experience handling emergencies and customer concerns.
- Knowledge of first aid and safety practices.



- Good observational skills and the experience to know when and how best to intervene in children's play and social interactions.
- Communicate with people in a form and manner that is consistent with their level of understanding, culture, background, and preferred way of communicating.
- Follow written and oral instructions and communicate clearly orally and in writing.
- Experience in training and/or managing employees or volunteers.
- Must be a team player and able to work with others to achieve shared objectives.
- Work with a minimum of supervision.

Job Skills Desired:

- First Aid and CPR Certified (must be certified within first 6 months in the position).
- Knowledge of safety practices.
- Experience in doing semi-skilled labor such as gardening and building is preferred.
- Spanish language fluency preferred.

Education / Certifications:

- High School Diploma or equivalent required.
- Two years of college level course work or experience in recreation, child development, or related field is preferred.

Job Abilities:

- Must be willing to work weekends and holidays.
- Possession of a valid California driver's license and reliable transportation.
- Ability to drive a van or rental truck and trailer.
- Ability to lift 25 pounds.
- Must be 18 years of age or older.

Compensation:

A stipend of up to \$4,200 DOE.

Please submit resume and cover letter to HR Specialist Sherri Adams asap: sdadams@fairytaletown.org. Applications will be reviewed as received.