



## **JOB DESCRIPTION: CRAFT & ACTIVITIES OFFICER**

The Art & Activities Officer keeps the art and craft supplies stocked and organised. They arrange special art activities and other activities, as well as providing activity ideas for playgroup members.

### **Personal qualities, skills & experience:**

- good organisational skills
- be creative

### **Tasks include:**

- attend committee meetings (last week of each term)
- check art & craft stock regularly and purchase materials
- organise art activities for special occasions during the year such as Easter, Mother's Day, Father's Day and Christmas and other times throughout the year to make the sessions fun.
- provide instructions and an example to members for any special art activities
- encourage groups to provide weekly activities by making activities accessible and easy at all times
- work with the Events Officer to organise playgroup incursions/excursions and term events
- attend events whenever possible
- participate in committee discussions & decisions via email and FB committee page as needed
- other duties as needed
- assist Group Leader as needed

### **Equipment and/or resources responsible for:**

- nil

### **Estimated time commitment:**

- Average half an hour per week

### **Remuneration**

- Free membership fees