

Craft Circle Coordinator Position Description

- JOB PURPOSE:** To inspire and teach the parent and wider community to create Waldorf-inspired craft items for play, seasonal use and festivals.
- REPORTING:** The P&F chairperson and School Principal
- TERMS:** Post is on a fixed-term part time contract and open to job sharing. Expected to require 8 – 10 hours per week but likely to fluctuate. Remuneration: \$200 pw (term time only)
- BUDGET:** Managing income and expenditure for all Craft Circle activities (circa \$3,000 per academic year).

KEY RESPONSIBILITIES:

- Plan ahead Craft Circle (CC) topics to cover a range of skills and techniques to include, but not limited to, stitching and felting
- Lead weekly CC in creating seasonally or Waldorf festival-inspired items for play, nature table and festivals as required
- Foster and nurture a collaborative culture to include parent volunteers for set up, teaching, baking and packing down
- Source and manage purchase and storage of natural crafting materials from ethical suppliers, collaborating with other departments to optimise postage and bulk buying discounts
- Monitor and keep written records for auditing purposes of weekly income and petty cash expenditure
- Monitor attendance levels and attract new participants through marketing
- Take lead on internal communications of CC matters via posters, face to face, new Parent morning teas and occasional attendance at HIVE meetings
- External communications via fortnightly school newsletter and Social Media groups
- Develop relationships with Preschool faculty, Playgroup, Well-being Treasure House and teachers as required
- Represent Noosa Pengari Steiner School to the wider community. Be an advocate for Steiner Education
- Create opportunities for simple parent education to be shared informally in CC
- Recruit and organise external workshop facilitators as required to hold more complex Craft projects (e.g. Waldorf Doll Making)

SKILLS & COMPETENCE:

- Experience Waldorf-inspired crafting
- Knowledge of Waldorf Early Childhood development relating to rhythm and play
- Inspires others - clear vision and ability to communicate to teaching staff and parents with different skill levels
- Ability to teach and share sewing and felting skills
- Workshop management skills and experience
- Self-organising/good at prioritising & planning
- Simple budgeting skills
- Able to work as part of a team and work collaboratively

CLOSING DATE: 4pm Friday 21st February

APPLY TO: principal@noosasteiner.qld.edu.au