



JOB OPENING: ARTS & CRAFTS WORKSHOP INSTRUCTOR

Job Title: Arts & Crafts Workshop Instructor
Reports to: BAM Program Director
Location: Central Los Angeles
FLSA Status: Seasonal Part Time: \$12/hr, 11+hrs/wk (Tuesdays, Thursdays, Fridays), August 2017-May 2018
Deadline to Apply: July 21, 2017
Expected Start: Paid mandatory trainings: August 7-14, 2017 (approximately 10am-4pm) August 15 (first day of school)

SUMMARY: Reporting to the Middle School Program Director, the Arts & Crafts Workshop Instructor works with the BAM (Bresee Academy For Middle School) academic team to implement, and supervise Arts & Crafts educational enrichment as part of the BAM afterschool program.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Instruct and manage a group of 20 middle school students in hands-on arts & crafts activities to promote collaborative learning and expand horizons as part of Bresee's afterschool program.
- Work with BAM Program Director to develop curriculum, semester outlines, and lesson plans. Submit lesson plans in a timely basis.
- Maintain a culture of learning for students that reflects the mission of Bresee.
- Develop meaningful relationships with Bresee youth using a common language to instill a sense of character.
- Maintain close and clear communication with Middle School Program Director regarding students' progress, needs, and/or behavior issues.
- Meet with parents when required and when behavior intervention is needed.
- Be responsible for accurate sign-in sheets.
- Assist in the planning of events and other activities as requested.
- Be consistent with Bresee's expectations, rules, and policies.
- Have the flexibility to adapt when unanticipated structural program changes occur.
- Check and respond to work related emails.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification.

- Must have one year experience leading workshops or classroom management experience.
- Must have previous experience working with youth, preferably ages 10-14.
- Demonstrate sensitivity to multicultural issues and be comfortable working in multi-cultural, urban environment.
- Must be enthusiastic and energetic about arts instruction.
- Must be comfortable working with middle school students.
- Bilingual in Spanish or Korean preferred, proficiency in speaking, writing, and reading.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift, and carry objects. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

HOURS AND BENEFITS: Part time, seasonal position; August 2017 through mid-June 2018, 11+ hours per week, Tuesdays (1:15-6:15pm), Thursdays (3-6:15pm), and Fridays (3-6pm), excluding school holidays and vacation periods. Position has no benefits except those required by law.

TO APPLY: Applicants must be able to attend paid mandatory trainings on August 7-14, 2017 (approximately 10am-4pm), and work Tuesdays, Thursdays, and Fridays during the school year. Submit cover letter and resume to jobs@bresee.org by June 21, 2017 with the Subject Line: Arts & Crafts Workshop Instructor.