



POSITION DESCRIPTION

TITLE: Part-Time-General Instructor

DEPARTMENT: Program

SALARY RANGE: \$9-\$12 PER HOUR

REPORTS TO: Youth Development Supervisor

Exempt Non-Exempt

PRIMARY FUNCTION:

Under the direct supervision of the Youth Development Supervisor, shall assist in all clerical, instructional and program tasks.

KEY ROLES (Essential Job Responsibilities):

1. Supervise children in a variety of program areas and activities such as art, sports, fitness, game room, tech lab, education, life skills and character and leadership development as assigned.
2. Plans, prepares, and develops various teaching aids.
3. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
4. Presenting subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing.
5. Administering pre and post course tests.
6. Drive children to/from branch locations.
7. Assist with and attend field trips.
8. Assist children with school homework.
9. Confers with parents on progress of students.
10. Other tasks as assigned.

