



LAURI ANN WEST COMMUNITY CENTER

JOB DESCRIPTION

Position:

Arts and Enrichment Instructor (Assistant Group Supervisor)

Job Type:

This is a part time job with a minimum of 6 hrs minimum and a maximum of 15 hrs per week. The regular program hours are from 3pm to 6pm throughout the school year. Occasionally, morning or early afternoon shifts are required during holidays or in-service days.

Summary Description:

The Arts and Enrichment (A&E) Instructor reports directly to the A&E Director and is responsible for providing day-to-day supervision of their students, planning and implementation of enrichment activities, maintenance of daily rosters, and promoting a safe, caring, and fun environment. The right candidate must be responsible, punctual, and detail oriented with an ability to manage multiple children at a time. This person must feel confident and comfortable communicating with other instructors and parents.

Essential Functions:

- Communicates with the A&E Director for the following:
 - Oversees, implements, sets up, and teaches daily enrichment activities to students including, STEM, art, dance, music, and science activities
 - Completes check in/out attendance and communicates attendance with office staff
 - Provides list of needed supplies
- Positively engages with students, other instructors, Lauri Ann West Community Center personnel, parents, members, and guests.
- Implements safety regulations and applies appropriate policies and procedures
- In charge of daily classroom clean up (such as wiping of tables, putting away supplies, etc)
- Follows all Department of Public Welfare Child Day Care licensing requirements

Education Requirements:

- High School Diploma or a general educational development certificate **and** one of the following:
 - 30 credit hours from an accredited college/university in childhood education, child development, special education, elementary education or the human services field
 - 600 or more hours of secondary training
 - 15 credit hours from an accredited college in childhood education, child development, special education, elementary education or the human services field **and** 1 year experience with children
 - Completion of a post-secondary training curriculum
 - 2 years experience with children

Qualification Requirements:

- Knowledge of state health and safety requirements of standard day care policies
- Medical/Physical updated within the previous 12 months
- Mantoux TB Test updated within the past 12 months

- Pediatric First Aid and CPR Training
- PA State criminal Background check
- Child Abuse Clearance
- FBI Fingerprint Clearance
- Mandated Reporter Training
- NSOR Clearance

SALARY:

\$20/hour

The Lauri Ann West Community Center is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The Lauri Ann West Community Center does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.