



**Washington Pavilion of Arts and Science
Community Learning Center**

JOB DESCRIPTION

Job Title: Action Arts and Science Program Instructor

Responsible To: Action Arts and Science Program Coordinator

Position Summary:

An Action Arts and Science Afterschool Program Instructor serves as a member of the Community Learning Center (CLC) team. This part-time position is responsible for instructing hands-on educational, integrated art and science classes for the Washington Pavilion's after-school Action Arts and Science Program (AASP) for at-risk and underserved youth and their families. We are looking for lead and partner instructors who are energetic educators with experience in afterschool programs, informal education or formal education. AASP instructors must be organized, positive, curious and able to work with diverse groups of people in a fast-paced, dynamic, team-oriented environment. The compensation is \$10-16 per/hr. depending on experience and qualifications.

Principal Duties and Responsibilities:

- Implement the Action Arts and Science Program at 1 or more off-site locations. All locations have established afterschool programs during the academic year. As their partner, the Pavilion is delivering AASP to enhance each site's curriculum.
- Instruct classes one or more times per week for 45 minutes up to 1.75 hours (September 2017-May 2018) in the area of art/science integration. Activities will promote creative development, literacy and meaningful arts and science exploration to students.
- Work in tandem with the AASP Coordinator to assist in the evaluation and assessment of creative learning at the Action Arts and Science sites.
- Maintain all policies and procedures in accordance with Pavilion and partner sites. Attend scheduled monthly professional development sessions with all AASP instructors and the AASP Coordinator at the Washington Pavilion.
- Communicate with assigned AASP site(s) coordinators weekly to ensure consistent communication and support.
- Attend and assist in organization of Family Nights and other special AASP programs and events held at the Washington Pavilion.
- Document weekly attendance/participation records and transfer information directly to AASP Coordinator.
- Have a passion to inspire, act as a role model for children, and engage children in underserved schools to find a love for learning and an appreciation for the arts and science.
- Act as a positive adult role model for children, site staff and families.
- Act as a Washington Pavilion liaison to local, regional, and national public and private education communities as well as regional and national afterschool and arts and science program communities.

Other Community Learning Center Duties:

- Flexibility to serve as substitute instructor at other AASP sites when needed and available.
- Maintain familiarity with emergency procedures and assist in implementing them when necessary.
- Perform other related duties as assigned.
- Represent the Washington Pavilion in a positive, professional manner.

Knowledge, Skills and Abilities Required:**Education/Experience:**

Experience in an informal and/or formal education setting (preferably after school) plus coursework and/or current enrollment in appropriate disciplines (science, visual arts, performing arts, education, etc.). Teaching experience and curriculum development in informal education is a plus.

Skills and Abilities:

- Demonstrate strong written and verbal communication skills
- Exhibit organizational skills and flexibility
- Experience in curriculum development and lesson planning is preferred but not necessary
- Demonstrated interest in the arts and/or science
- Believe in kids and their potential
- Demonstrate effective interpersonal skills and the ability to supervise children
- Communicate effectively to a wide range of team members and audiences

Additional Information

- This position is part time and will work later in the work day (typically 3:30pm to 5:15 pm) and occasional weekends and evenings as scheduled throughout the year. The salary wage range is \$10 to \$16 per/hr. depending on experience and qualifications. This position requires a valid driver's license. This position requires the ability to move throughout the entirety of the Pavilion, standing, sitting, bending over, kneeling and occasionally lifting heavy objects.
- The Action Arts and Science Program is funded by the State of South Dakota Department of Education through a 21st Century Community Learning Center grant. The program engages and supports K-12 grade students and their families, providing arts and science enrichment in existing after school programs. The program reaches at-risk and underserved youth and connects them with the art and science resources of the Washington Pavilion.

Washington Pavilion Mission: *To inspire, educate, entertain and enrich our region by creating opportunities for all to explore and experience the arts and science.*

CLC Mission: *The Community Learning Center creates, implements, and supports educational programming to fulfill the mission and vision of the Washington Pavilion of Arts and Science.*