



May 2024
Job Description: ASSETs Enrichment Instructor
FLSA: NON-EXEMPT
PART-TIME
Pay Scale: \$20-\$27

Job Summary: This is an hourly position under the supervision of the ASSETs Program Coordinator. The Instructor will be responsible for carrying out enrichment activities with high school students.

Duties/Responsibilities will include but not be limited to the following:

Instruction & Creative Learning

- Plans activities relevant to the program and as directed by the Program Coordinator
- Engage high school students in enrichment activities (like weight room, cooking, arts & crafts) in after-school settings.
- Work with Aides, and other team members as appropriate
- Oversee the health and safety of the students.

Communications and Reporting

- Regular communication with the Program Director and attend staff meetings as required.
- Keep track of student progress, behavior, and other documentation as needed. Fill out accident reports as needed and report unusual incidents to the site coordinator.
- Be a positive community advocate of Flockworks.
- Other duties as assigned by the ASSETs Program Coordinator.

QUALIFICATIONS & Requirements

Must be at least 18 years of age. Must have expertise in specific recreational/vocational areas, and have completed at least two years of study at an institution of higher education. Experience working with youth, as well as education, knowledge, and experience in the areas to be presented.

Certifications and Requirements: Upon employment include 1) Possession of, or ability to obtain within three (3) months CPR and First Aid certification. 2) Bloodborne Pathogen and TB test, 3) Mandated Reporter Training 4) Harassment Training 5) Fingerprinting and background checks

Physical Demands: Work in indoor and outdoor settings with high school age students. Physical condition includes the ability to bend, stoop, kneel, and lift a moderate amount of weight. Mobility to work in a school setting and use basic office equipment.

Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

ABOUT US: Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn and evolve. At Flockworks, our values drive everything we do:

- We are mission-driven and aim to do the most with the resources available.
- We work from an outlook of “Abundance, Creativity & Inclusiveness” to shape efforts within our team and in our service to others in the community.
- We believe continuous learning is vital and strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- We see leadership and teamwork as vital to success. We create opportunities for everyone to develop leadership skills and teamwork. This involves our Board, Staff, and volunteers.
- We know that Collaboration with others is vital to the larger success of our community. This includes how we work with funders & donors, other community organizations, civic groups, businesses, schools, and government entities. Everyone is part of fostering this shared sense of community commitment.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. *Together, we are Flockworks*, building community through creative and artful engagement.

I understand and agree to perform the duties described in the job description for the ASSETs Enrichment Instructor.

Signature of employee

Date