



## **WonderArts Vermont**

### **Job Description: Afterschool Instructor**

**Projected Start Date: September 1st**

WonderArts is a community-based nonprofit organization, formed from the merger of The Art House and Wonder & Wisdom. WonderArts hosts a wide variety of programs throughout the year for diverse age groups. Programs include afterschool classes taught by lead instructors at seven area schools, in-school programs for students pre-K to high school, adult programs, senior classes, summer camps, and community events. Community events include film nights, concerts, fundraisers, and initiatives.

### **Position**

Reporting to the Executive Director and Program Coordinator, Afterschool Instructors are responsible for planning and implementing the curriculum of the WonderArts Afterschool Programs, including teaching lessons, facilitating activities and events, maintaining communication with schools, and documenting student progress in a manner consistent with organization systems and standards.

### **Employment**

Afterschool Instructor positions are non-exempt hourly positions available at a part time level. Instructors run off-site activities at schools and community venues. This position is for 10 hours a week. Classes run between 2:30 and 5:00 pm, Monday - Thursday. Current schools include Albany, Craftsbury, Wolcott, and Greensboro.

### **Key Duties and Responsibilities**

#### Communication

- Uphold the mission and values of WonderArts
- Maintain a high level of communication and positive relationships with fellow staff, school staff, parents/guardians, volunteers, and community members
- Observe, document, and communicate with staff, parents/guardians regarding children's progress and performance
- Participate regularly in staff team meetings

#### Development and Implementation

- Establish good working relationships and collaborative arrangements with schools, community groups, the media, funders, and other agencies
- Develop and prepare programs including: curriculum, implementation, and evaluation
- Conduct program related presentations to Executive Director
- Team-teach and facilitate enrichment programs with groups of children, ages 5-18
- Create a culturally inclusive classroom with activities supporting various cultures and backgrounds
- Ensure that the social emotional developmental needs of students are being met
- Coordinate activities involving guest presenters and resident artists
- Develop, implement and model positive classroom and behavior management strategies
- Assure safety and supervision of children, maintaining a 10:1 student to adult ratio



- Ensure that the Program Space, kitchen, bathrooms, back office, and hallway are clean, organized, and well maintained in accordance with licensing regulations
- Monitor attendance sign-ins and sign-outs ; ensure only authorized persons sign children out
- Participate in continuing education trainings
- Other duties as assigned

#### Fiscal Management

- Assist in inventory management of supplies, using resources wisely
- Submit receipts for purchases to the Business Manager
- Prepare and submit bi-weekly time sheets

#### **EFFECT ON END RESULTS**

The effectiveness of this position should be measured by:

1. High morale of the staff, as evidenced by low turnover and absenteeism
2. Enthusiastic participants who recommend the program to others in the community
3. An attractive, stimulating, and orderly program environment
4. Measurable progress in the children's development
5. Afterschool programs maintained at high quality standards
6. Program and projects implemented on budget

#### **Qualifications**

- BA/BS preferred in education, child development, arts, or related field
- Minimum 2 years work experience in education, human services, and/or after school
- Ability to work effectively with staff, parents, students and community partners
- Problem solving and logistical skills, including technology and information systems
- Experience working with underserved populations
- Experience working with ages 5 to 18
- Background check and fingerprinting required
- Computer skills including Microsoft Office and Google Applications
- CPR/First Aid certified required every two years
- An accomplished team player
- Excellent verbal and written communication skills
- Life-long learner; an active and creative mind
- Working knowledge of child development and non-violent communication
- Understanding of issues faced by families living in poverty and the effects on children
- Trustworthy, highly-organized people person
- Sense of wonder, humor, and wisdom
- Ability to consistently perform job responsibilities during the core hours of the position

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#### **How to Apply**

Visit: <http://wonderartsvt.org/news/were-hiring/>

Send cover letter, resume, and three references via email to: [jobs@wonderartsvt.org](mailto:jobs@wonderartsvt.org)

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