

**DERBY RECREATION COMMISSION
JOB DESCRIPTION**

Position Title: Summer Youth Art Instructors **Department:** Programs
Reports To: Art Director **Salary Range:** \$9.40-\$15.40/hour
Last Updated: January 2011

Position Summary: Responsible for organizing and instructing the designated DRC art programs.

Qualifications: Responsible person with a genuine interest in the promotion of an arts program. Must enjoy working and directing younger people. Must be at least 18 years of age. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at www.derbyrec.com.

Essential Job Functions (listing most important first):

1. Maintain program folders with proper documentation of classes.
2. Conduct proper preparation prior to class to be sure projects can be finished properly.
3. Ensure proper supplies are ready prior to the beginning of a class.
4. Arrive to class at least 10 to 15 minutes early for set up.
5. Work with volunteers and aides in larger classes.
6. Ensure class area is clean after class is complete.
7. Help to advertise class or others by word of mouth to friends, neighbors, church groups, scouts and help to distribute fliers to your classes when available.
8. Communicate with Director on any concerns or needs that you may have.
9. If unable to show up for your class on time or at all for any reason, call ahead as soon as possible so arrangements can be made for someone to begin your class, substitute your class or cancellation arrangements made.
10. Inform youth of behavior expectations and manage inappropriate behavior as needed.
11. Ensure youth are picked up after class or have appropriate transportation.

EDUCATION: Some expertise in area of instruction

EXPERIENCE: Previous instruction experience desirable.

PHYSICAL REQUIREMENTS: Need to have the ability to see and hear, sit stand, stoop, bend and move about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/**Non Exempt** Full-Time/**Part-Time** Permanent/Temporary/**Seasonal**

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.