

# BOYS & GIRLS CLUBS OF THE TWIN CITIES

## JOB DESCRIPTION

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**TITLE:** Art Instructor – Jerry Gamble Club  
**DEPARTMENT:** Branch Operations  
**REPORTS TO:** Branch Director  
**TYPE OF EMPLOYMENT:** Part Time  
**SALARY RANGE:** \$11.00 - \$12.00 per hour

Exempt

Non-Exempt

### **PRIMARY FUNCTION:**

The Art Instructor is responsible to provide daily programs that promote self-esteem and encourage creative art development and expression of our members. This includes planning and executing programs for individuals, small groups and large groups.

### **KEY ROLES (Essential Job Responsibilities):**

1. Oversee the daily operation of the arts room activities.
2. Provide a wide range of program options for individuals, small groups and large groups that are age appropriate and engaging
3. Maintain a safety conscious attitude in performing duties and provide a safe environment for program participants
4. Facilitate group clubs as assigned
5. Maintain positive collaborations with other area agencies
6. Plan and implement a wide variety of special events
7. Assist other program areas as needed and maintain a positive team attitude
8. Must be able to drive company owned vehicles and chaperon trips as needed
9. Attend regular staff meetings and oversee special projects as assigned

### **SKILLS/KNOWLEDGE REQUIRED:**

High School diploma or GED required, some college preferred. Must have some experience working with youth. Should also have some experience working in a drop in center atmosphere and planning and executing programs. Must possess maturity in judgment; be very organized, able to take initiative, enthusiastic and a team player.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Branch atmosphere will require walking from area to area, running occasionally, sitting for periods of time, bending, twisting and raising your arms above your head. Should also be able to lift at least 25 lbs., kneel and drive a vehicle for extended periods. Also must be able to stand for long periods of time on occasion.