



**Position Title: Art Instructor**

**Reports To: Site Liaison**  
**Supervises Others: No**

**GENERAL PURPOSE OF JOB:**

The Art Instructor must be able to provide students with the necessary instruction and supplies needed for gaining a basic knowledge of the practice and history of art. They must also act as a positive role model, coach, and mentor. The Art Instructor must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students we service as well as a basic knowledge of the fundamental principles of art. Ensuring that our students reach their potential will take a tremendous amount of hard work, flexibility, and commitment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Art Instructor must be able to lead a group of 5-15 students in an instructional setting, maintaining high standards for behavior and safety by implementing the various art activities including:

1. Painting
2. Drawing
3. Operating the spin art machine
4. Using the silk screen to design t-shirts
5. Various arts and crafts activities

**Other Responsibilities:**

- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude.
- Ensure homework assistance, academic enrichments, is being implemented while using curriculum and materials provided by MCL.
- Support students in making positive behavior choices and take disciplinary measures when appropriate
- Engage children and youth by following, implementing, and assisting in creating lesson plans.
- Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the designated work areas are clean and orderly.
- Promote positive interactions between volunteers and students in accordance with child safety guidelines.



- Maintain student safety by taking roll and reviewing sign-in/sign-outs for students and volunteers.
- Maintains highest degree of confidentiality in staff, student and volunteer matters.
- Participate in staff development activities
- Identify student needs and communicate to Site Coordinator, teachers, MCL administration, parents, and volunteers as appropriate.
- Arrive punctually in order to meet responsibilities in site start up and assignments, maintain close communication with MCL Coordinator regarding planned or emergency absences for the same reason.
- Assists in keeping the site clean, including cleaning tables, and work space.
- Commit to a full-year program, demonstrated by arriving on time, every day and completing time cards appropriately.

**QUALIFICATIONS:**

- High School Diploma or G.E.D. Required;
- Must be able to pass Live Scan (criminal background check via fingerprinting)
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment
- Excellent communication skills (Written and Verbal)

**COMPUTER & EQUIPMENT SKILLS:**

Word Processing/Data Entry  
Use of Typical Office Equipment