

POSITION DESCRIPTION

Position:	Casual Program Instructor	Type:	Non-Union
Incumbents:			
Reports To:	Cultural Centre Curator, Director of Community Services or designate(s).		
Date:	January 2017	Next Review Date:	
Positions Supervised:	None		

PART I - DESCRIPTION OF JOB REQUIREMENTS**General Accountabilities**

The Casual Program Instructor provides support to and helps deliver a variety of after-school, March Break and Summer Day Camp youth workshops and programs at the Minden Hills Cultural Centre for the Township under the supervision of the Culture Centre Curator, Director of Community Services or designate(s).

Specific Accountabilities

The following responsibilities are not listed in order of priority:

Maintenance & Operations

1. Under the direction of the Cultural Centre Curator, assists in the development and delivery of workshops designed to complement or enhance the Ontario Curriculum.
2. Delivers educational kits/sessions at local schools, or other facilities as required.
3. Prepares sample outcomes prior to the commencement of each workshop/program, as required, and reviews these sample outcomes with participants.
4. Sets-up/cleans-up materials and equipment before and after each workshop/program.
5. Liaises with suppliers, schools and the general community.
6. Assists in the implementation of policies and procedures that support the delivery of Cultural Centre programs.
7. Responds to emergencies, customer inquiries and complaints, and ensures a positive relationship between children, parents, public, schools and internal staff at all times.

Communication

8. Responds to inquiries by providing verbal information or referring them to the Cultural Centre Curator, Director of Community Services or designate(s) as required.

Policy Compliance

9. Ensures compliance with Township and legislated policies, practices and procedures.
10. Complies with all Municipal and Provincial health and safety legislation, regulations, policies, practices and procedures, and must wear all safety apparel as required.
11. Attends as necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

12. Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Experience

1. Experience in group management, in any environment, of up to 10 or more individuals, working with both children ages 4-12 and adults, is required.
2. A minimum of two (2) years' experience teaching in a class room or cultural institution setting, including direct programming, is an asset.
3. Engaging and versatile with an ability to work in a variety of mediums, as well as a basic knowledge of the arts and various art materials.
4. Communication, interpersonal and customer service skills to address requests, complaints, and exchange and clarify information and ability to maintain discretion and tact at all times.
5. Public speaking and presentation skills are required.

6. Ability to work independently with minimal supervision.
7. Solid planning/time management and organizational skills are required.
8. The incumbent must provide a Police Vulnerable Sector Check on an annual basis.
9. Ability to maintain confidentiality where mandated or required.

Education/Licences

1. A minimum of Grade 12 is required.
2. Post-secondary education in Visual Arts or Education is an asset.
3. Successfully completion of a four semester (2 year) teacher education program is an asset.
4. Valid standard First Aid & CPR/AED certification is required.

Working Conditions

1. Occasional event setup and program activities requiring periods of standing and light physical activity.
2. Availability to work variable shifts including March Break, summer months, after school, PD Days and occasional overtime is required.
3. Requires a need for detail and accuracy.
4. Exposure to predetermined deadlines, interruptions and setting priorities.
5. Deals with difficult customers occasionally.

Signatures

Date:

Incumbent

Manager