Position: Afterschool Program Art Instructor  
Department: Out of School Time

Reports To: Program Group Supervisor  
Hours: Monday- Friday 2:30-5:30pm

Status: 15 hours per week Part time-Non Exempt  
11:30am-5:30 pm on Philadelphia School District Early Dismissal Days

Position Summary:
The person selected for this position will develop and implement a high-quality visual arts club for middle school students enrolled in our Out-of-School Time Program.

Responsibilities:

- Develop curriculum for groups of 5-15 students per school site
- Execute and modify curriculum according to needs of students
- Manage classroom using positive behavior management strategies
- Support students in art projects to display at showcases/events.
- Demonstrate techniques in activities such as drawing and painting
- Work with the Program Supervisors to recruit and retain regular club members
- Maintain required student enrollment and attendance to meet utilization requirements and maximum participation throughout the duration of program

Qualifications - Essential:

- High School Degree or Equivalency
- Self-starter
- Self-disciplined
- Organized
- Creative

Knowledge, Skills & Experience - Essential:

- One or more years working or volunteering with school aged and/or middle school level youth
- Must show proficiency in the following: teaching various forms of visual arts, knowledgeable in art terminology and techniques
- Proficiency in MS applications (Word/Excel/PowerPoint/Outlook)
- Excellent organizational skills and attention to detail
- Ability to handle multiple projects while setting appropriate priorities to achieve goals
- Excellent oral and written communication skills
- Must be an industrious problem solver and big dreamer
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Interested candidates must send cover letter and resume to: jobs@ucsep.org or fax to 215.468.5573, ATTN: HR Department.