



**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

United Communities Southeast Philadelphia recognizes the role our staff play in our ability to fulfill our mission. As such, we seek highly qualified and mission-focused individuals to join our organization. United Communities Southeast

Philadelphia is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, national origin, age, physical or mental disability, or veteran status. United Communities offers full-time employees a very competitive benefits package. Part-time employees are eligible for paid time off benefits.

Interested candidates must send cover letter and resume to: [jobs@ucsep.org](mailto:jobs@ucsep.org) or fax to 215.468.5573, ATTN: HR Department.