

# FINDLAY INSTRUCTOR

## JOB DESCRIPTION



### SUMMARY OF POSITION

Instructing programs offered by Awakening Minds Art such as educational programs, therapeutic programs, as well as participate or run fundraising events (Paint and Partake events).

**Other Titles:** N/A

**Reports to:** Program Director

**Department:** Program Instruction  
-Part Time

**Location:** Main location/office is located in Findlay, Ohio, however, traveling to outside of the Findlay area, within reason, is expected of every Awakening Minds Art Instructor.

### Qualifications / Skills

- Must have a valid driver's license & car insurance
- Capable of lifting 50 pounds
- Must be willing to clean with Norwex products
- Willing to clean a bathroom, kitchen & other messes
- Physically capable and willing to shovel snow
- Must be physically capable of intervening (stopping) an eloping (running) individual
- Must display cognitive ability & responsibility for being in charge of a group of any ability
- Comfortable handling money or using a register
- Must display leadership & authority characteristics
- Must be extremely organized, especially around scheduling
- Display self-motivation, independence and be self-driven
- Must have access to technology for communication (computer & smart-phone)
- Flexible schedule, including evenings & weekends
- Understanding of therapeutic art techniques
- Understanding of the senses, sensory processing disorder and sensory integration
- Understanding of Alzheimer's and Dementia
- Understanding of IEP goals, social skills etc.
- Understanding of Visual Art Education

- Willingness to learn & grow
- Trustworthy & dependable
- Proper phone & email etiquette
- Excellent time management skills
- Ability to train staff
- Personable and a good listener
- Out spoken & can command attention in a room while being entertaining and easy to talk to
- Professional appearance & speaking skills
- Ability to represent the organization in a professional manner
- Express empathy and concern for parents, caregivers and students
- Ability to instruct special needs individuals of all ages & abilities with a therapeutic focus (goals vary)
- Ability to instruct typical children & adults with an art-education focus
- Well rounded art knowledge & skill
- Experience in education, special needs, psychology and/or nursing is helpful, but not required
- Degree/Licensure is preferable, but not required

### **Responsibilities / Duties:**

- Instructor is in charge of set up, planning, and prepping for any scheduled classes they may have, as well as tear down and clean up- this includes the setting up of their own travel kits
- Responsible for communication and scheduling with students/parents and facilities. This includes scheduling, cancelling, following up, etc.
- Responsible for learning and keeping their calendar up to date in iCloud, a shared calendar between instructors
- Responsible for understanding payment information and providing invoices to students and facilities that they work with.
  - Instructors keep track of all classes on their time sheet along with payment and invoicing information
- Instructors will operate in a positive manor at all times putting the needs of the clients first
- In order to better understand the programs being offered by Awakening Minds Art, assessments and record keeping of taught classes (both educational and therapeutic) is required
- There must be an understanding of Awakening Minds Art's mission statement, programming, and financial needs and feel comfortable discussing and answering questions as they arise in the community
- Instructors will assist directors, when asked, in daily studio and fundraising tasks
- Travel may be required for off-site accounts
- Open communication with Directors is expected
- Attend Development Opportunities as offered