

INSTRUCTOR

JOB DESCRIPTION



SUMMARY OF POSITION

Independent contractor of Awakening Minds Art (AMA)—the role is to instruct programs offered by AMA. These are educational and therapeutic visual art programs for all ages and abilities within senior living facilities, schools, the AMA studio, and other agencies/businesses and may be one-on-one or in a group setting.

Reports to: Emily Sullivan, Executive Director

Location: Headquarters location is 1640 Tiffin Ave, Findlay, Ohio. **Traveling is required.** Scheduling will require at least 2 days per month in Putnam County and 2 days per month in Allen County.

Training: Instructors must complete unpaid training, including shadowing hours, at the discretion of supervisors.

QUALIFICATIONS / SKILLS:

- Must have a valid driver's license
- Must display cognitive ability & responsibility for being in charge of a group of people of any age
- Must be physically capable of intervening an eloping (running) individual
- Comfortable handling money and using a register
- Must display leadership & authority characteristics
- Must be extremely organized, especially around scheduling
- Good time management skills
- Motivated, independent and self-driven
- Must have access to technology for communication (computer & smart-phone)
- Understanding of visual art education
- Trustworthy & dependable
- Proper phone & email etiquette
- Personable and a good listener
- Entertaining and easy to talk to
- Professional appearance & speaking skills / the ability to represent the organization in a professional manner
- Express patience, empathy and concern for parents, caregivers and students
- Willingness to learn & grow

After training, contractor should exhibit an:

- Understanding of therapeutic art techniques
- Understanding of sensory and sensory integration
- Understanding of Alzheimer's and dementia
- Understanding of IEP goals, social skills, soft skill development, etc.

Classes are scheduled on the same day(s) every month, and instructors are expected to keep this routine (occasional evenings & weekends are required)

RESPONSIBILITIES / DUTIES:

- Instructor is in charge of the set-up, planning, and prepping for scheduled classes, as well as tear down and clean up. This includes maintaining their own travel kits
- Responsible for communication and scheduling with students/caregivers and facilities. This includes scheduling, canceling, following up, etc.
- Responsible for keeping their calendar up to date in Outlook, a shared calendar
- Responsible for understanding payment information and providing invoices to students and facilities
- Responsible for updating the instructor invoice/timesheet and sending it to their administrator in a timely fashion.
- Instructors will operate in a positive manor at all times, putting the needs of the clients first
- To promote a genuine culture in AMA and to advocate for the needs of our students, it is the responsibility of instructors to understand the Statement of Values, Mission Statement, Vision Statement, and all programs offered
- Fundraising is critical to the life of the organization. Instructors should feel comfortable discussing financial needs of the organization and making fundraising asks when appropriate
- Instructors will assist the director, board of directors, and other instructors, when asked, in daily studio tasks and in fundraising events
- Attendance, as a volunteer, at the annual Art Auction is a fundraising requirement.
- Attend development opportunities as offered
- Open communication with directors is expected
- Responsible for providing data tracking and/or student goal sheets requested by director