

Position: ART INSTRUCTOR

Civil Service Title: Recreation Leader (c6121)

January 21, 2016

Main Function:

The Art Instructor performs general work associated with instructing one or more artistic disciplines, including but not limited to drawing, painting, photography, ceramics, sculpture, textiles, animation, comics and digital arts to community members interested in NORDC activities.

Reports to: *NORDC Cultural Programs Manager*

Duties:

- Providing a safe and supportive learning environment for all participants;
- Maintaining control of class environment while identifying individual needs;
- Developing curriculum and teaching class content appropriate to the participants' ages and abilities, and based upon the NORDC mission statement;
- Working with Cultural Programs Manager and other NORDC staff to develop and strengthen Cultural Programs;
- Collaborating with other Cultural Program staff to enrich and develop the cultural experience for all participants;
- Effectively communicating with participants, parents/guardians, and the general public: answers questions effectively and appropriately and follows up with recreation center patrons as necessary;
- Setting up and breaking down needed equipment as required prior to and after classes;
- Inspecting equipment and facilities used on a regular basis to ensure safety and cleanliness and reports discrepancies to the appropriate NORDC staff;
- Taking proper safety precautions;
- Maintaining current and accurate paperwork including but not limited to rosters, emergency contact, attendance records, and time cards, being sure to update on a daily basis or as needed;
- Communicating effectively with the departmental division regarding safety as well as improvements to efficiencies and services provided;
- Attend all Cultural Program meetings as required; and performing other relevant duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and astute awareness of various recreational activities, programs, principles and practices
- Expertise in one or more artistic disciplines including, but not limited to: drawing, painting, photography, ceramics, sculpture, textiles, animation, comics, and digital arts
- Ability to perform administrative duties, as needed
- Knowledge of NORDC policies and procedures
- Extremely responsible, reliable, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to maintain effective work relationships with staff, patrons, and individuals from diverse backgrounds
- Excellent organizational and time-management skills
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

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Employment Requirements:

- High school graduation AND
- EITHER: Successful completion of thirty (30) semester hours from an accredited college.
- OR: Permanent or probationary status as a Recreation Leader Assistant and one (1) year of experience in that classification with NORDC.
- OR: Two (2) years of experience instructing individuals or groups in either a recreational or educational setting.
- Must maintain an Orleans Parish domicile

Compensation/Status:

Base Wage: \$11.38/hour/NON-EXEMPT

Work Week: 20, 30, or 40 hours per week, subject to flex time.