

Position: PIANO INSTRUCTOR

Civil Service Title: Recreation Leader I (c6121)

October 2, 2014

Main Function:

The Piano Instructor performs general work associated with instructing piano to New Orleans residents.

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.
- 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; and performing other relevant duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and astute awareness of various recreational activities, programs, principles and practices, including applicable piano instructional disciplines
- Ability to perform administrative duties, as needed
- Knowledge of NORDC policies and procedures
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to establish and maintain effective work relationships with staff, patrons, and individuals from diverse backgrounds
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

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:

Base Wage: \$11.38/hour

Work Week: 20 OR 30 hours per week, subject to flex time. Benefit package for 30 hrs/week staff.