

LEADERS OF TOMORROW YOUTH CENTER



Position Title: Instructional Assistant

Position Summary: The primary goal of an Instructional Assistant is to work alongside instructors placed in the in-school and after school programs Leaders of Tomorrow Youth Center (LTYC). The Instructional Assistant will help to manage students, create lessons, and support the instructor in the classroom.

NOTE: THIS IS A CONTRACTUAL POSITION

Reports to: Director of Programs and Partnerships

Position Responsibilities:

- Working in and helping to manage arts education programs in LTYC schools
- Assisting with education programs for K-8th graders
- Promoting the education programs within the community
- Researching education strategies
- Support instructor by helping some students one on one or in small groups
- Developing/collaborating on arts curriculum
- Must be able to commit 3-4 days a week

Essential Skills and Experience:

- Pursuing a BA/BS degree or higher in the arts, arts administration, education or a related field
- Demonstrated knowledge and experience with working with youth
- Ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
- Excellent organizational skills
- Excellent verbal communication and presentation skills
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Attention to detail and ability to meet deadlines
- Must be passionate about impacting the youth through arts education
- Teaching Experience: 1-2 years

Other Job Requirements:

- Ability to travel
- At least 20 hours per week
- Contractual/ hourly pay