

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.

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
- 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 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
- Associates Degree in Arts Education or Arts Performance Bachelors preferred
- Teaching Experience: 1 2 years

Other Job Requirements:

- Ability to travel
- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage
- At least 20 hours per week
- Contractual/ hourly pay