

Job Posting One-day Position

Position: Temporary Juneteenth Celebration Teacher

Summary: Aid in teaching of hands-on art activities to visitors at TMA's 4th Annual Juneteenth Celebration, a one-day only family festival on Saturday, June 21, 2008, from 10 am – 7 pm.

Essential Duties and Responsibilities

- Demonstrate to potential large groups of visitors of all ages to the Juneteenth Celebration family festival how to complete hands-on art activities at their workstations.
- Aid in the supervision of volunteers who will also help visitors at their workstations.
- Maintain adequate supplies from established sources, clean workstation when possible throughout the day.
- Communicate any supply needs or issues to the site supervisor.
- Attend training on May 31, 10 am – 1 pm
- Attend and aid in Volunteer Orientation on June 6, 5:30 pm – 7:30 pm.

Team Relationships

Reports to the Early Childhood Manager. Works closely with Volunteer Coordinators.

Supervisory Responsibilities

Directly supervises art activity volunteers working at the same activity location, directing work in conjunction with site supervisors.

Education and/or Experience

At least 30 hours of early childhood education and/or art education, or two years related experience, or equivalent combination of education and experience. Experience working with large groups and/or multi-age groups preferred. Festival experience a plus.

Language Skills

Ability to effectively present information and respond to questions from large groups of visitors of many ages and backgrounds.

Mathematical Skills

Math skills are not necessary for this job.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret instructions furnished through oral, diagram, or schedule form.

Computer Skills

Computer skills are not necessary for this job.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and talk or hear. The employee is occasionally required to balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be exposed to outside weather conditions. The noise level in the work environment is moderate to loud.

Other Qualifications

Requires 30 hours of undergraduate credits or two years experience working with children or adults in groups, or equivalent combination of experience and education. Must have excellent communication skills and possess great customer service skills. Must be multi-task oriented and have the ability to work with multiple tasks at one time. Prefer previous supervisory experience and experience working with volunteer staff. Proven abilities to troubleshoot and problem solve are a plus.