



TARRANT COUNTY KIDS SITE INSTRUCTOR JOB DESCRIPTION

Position Title: Site Instructor—Tarrant County Kids

Category/FLSA Status: Part-Time, Non-Exempt

Supervisor: Site Manager

Supervises: NA

Work Location: Assigned Tarrant County Kids Program Site

Position Summary:

The Site Instructor is responsible for program implementation as assigned by the Site Manager.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Facilitate programs as directed by the Site Manager.
- Coordinate with the Site Manager and others to develop lesson plans.
- Ensure student safety and accountability during program activities, including off-campus field trips.
- Establish and maintain positive interpersonal relationships among program participants.
- Assume daily responsibility without constant supervision.
- Share upkeep of program facilities.
- Assist the Site Manager in maintaining students' attendance records.
- Attend meetings and trainings as requested.
- Inform the Site Manager of problems, concerns, needs, and unusual activities at program site in timely manner.

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.

Related Agency Activities:

- Participate in periodic assessment of own performance.
- Participate in staff meetings; work collaboratively with staff to meet goals.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- High school diploma.
- Ability to communicate with youth and foster their participation in program planning, problem-solving, and decision-making.
- Maintain certification in first aid and CPR and current tuberculosis screening.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

Preferred Qualifications:

- Successful work experience of at least one year in childcare or another child-based field.

- Formal education in special skill area of social work, education, recreation, psychology, or sociology.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with program participants, parents, and professionals. Work is performed in an office or school gym setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.