

Job title	<i>Hand-in-Hand Instructor</i>
Reports to	<i>Director of Education & Studios</i>
Classification	<i>Part-time Hourly</i>

Job purpose

The Hand-in-Hand Instructor organizes, plans, teaches, and sets up classes for local organizations, designated by the Art Association. The Creating Hand-in-Hand program provides a vital service to the community. The Creating Hand-in-Hand program partners with more than 6 local human services. The Art Association of Jackson Hole holds five exhibitions showcasing these partner organizations and brings experience to distinct populations including children, elderly, and the disabled. The Hand-in-Hand Instructor is responsible for making art accessible to our local community, including those who have been identified as underserved.

Duties and responsibilities

- Plan and lead programs with designated partner organizations
- Make requests for materials to be ordered for the program to the Director of Education Studios, monthly
- Record accurate monthly stats on each program, stored on a shared file within the organization
- Create and submit monthly or quarterly invoices to the Administrative Coordinator
- Advocate for these organizations within the community

Qualifications

- Bachelor's Degree or higher in Art Therapy, Expressive Arts Therapy, or a behaviorally based therapeutic practice
- Proven experience working with diverse and special populations
- Knowledge of various art mediums
- Strong organizational skills
- Strong communication skills
- Strong relationship building skills
- Ability to work on a team
- Car to travel to the various organizations

Working conditions

An hourly employee is paid for the number of hours they work per week at a determined rate. Per federal law, hourly workers are entitled to overtime pay for hours worked over 40 hours per workweek. Hourly workers are considered non-exempt from overtime pay regulations.

Physical requirements

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office

equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 75 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

Approved by:	<i>Jennifer Lee</i>
Date approved:	<i>5/20/24</i>
Reviewed:	<i>5/20/24</i>