

Job title	<i>Youth Ed Associate</i>
Reports to	<i>Youth Education Coordinator</i>
Classification	<i>Part-time Hourly (15 hours weekly)</i>

Job Purpose

The Youth Ed Associate's primary goal is to work on an extension of the Art Association's Creating Hand-in-Hand program. The Creating Hand-in-Hand program provides a vital service to the community. The Youth Ed Associate will work with more than 26 organizations making art accessible to our local community. The Youth Ed Associate will support and teach preschool and youth classes or camps at the Art Association of Jackson Hole as needed, in addition to offsite locations. This job requires instructors to provide high-level educational art classes to diverse students. Our goal is to bring awe and inspiration to students of all backgrounds by providing them with the exploration of self through art.

Duties and Responsibilities

- Teach youth classes scheduled by the Youth Education Coordinator at local organizations
- Teach Art Association programming for after-school classes throughout the school year and/or for summer
- Collaborate with the Youth Education Coordinator to plan programming for the Creating Hand-in-Hand programming
- Record accurate monthly statistics on each program, stored on a shared file within the organization
- Support Youth Education Program, as needed

Qualifications

- Bachelor's Degree or equivalent
- Knowledge of various art mediums
- Passion for teaching
- Strong organizational skills
- Strong communication 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>