



Eastern Band of Cherokee Indians

Job Description

Position ID Number: 023-4400-001	Last Revised: 05/19/2016
Position Title: Arts & Crafts Instructor	Department: Cherokee Youth Center
Reports to: Manager, Cherokee Youth Center	Division: Department of Education

Primary Function: Plans, implements, supervises and evaluates activities within the arts and crafts program. Provides members of the Cherokee Youth Center with instruction in a variety of arts and crafts projects.

Job Duties and Responsibilities: Plans, organizes, and implements a range of program services including national Boys and Girls Club of America (B&GCA) programs and activities for members of the CYC. Conducts activities and instructs members in a variety of arts and crafts projects. Promotes safety of the members, quality of programs, and the appearance of the club at all times. Promotes and stimulates program participation.

Seeks input from members and staff in the process of planning, implementing, scheduling and evaluating programs and activities. Prepare program outlines; secure appropriate materials as needed. Maintains order and discipline of members, no children are left unattended at any time. Implements various methods of recognition for participation and achievement. Safeguards the confidentiality of all youth participants. Maintains complete and accurate records on all activities and daily attendance. Perform duties according to established safety procedures and tribal guidelines. Performs other duties as assigned.

Education /Experience: A high school diploma or GED is required. Work experience of three to six months in the position would be necessary to become familiar with program policies, procedures, and job requirements and to become proficient in most phases of the job. Previous work experience with children and young people is helpful.

Job Knowledge: Must have a thorough knowledge of the policies, procedures, goals, and objectives of the CYC. Requires the ability to plan, organize, implement, supervise and evaluate the arts and crafts program for children age 5 – 18. Must be able to instruct children as well as maintain discipline during instruction time. Requires the ability to maintain records, files, and tracking systems. Must be able to compile data and prepare reports. Must have good communication skills, both verbal and written. Must be able to enlist the support and assistance of community leaders, service agencies, and volunteers to facilitate CYC activities. Must be knowledgeable in the EBCI culture, lifestyles, and risk factors. Requires an understanding of youth behavioral needs, good interpersonal skills, and the ability to establish sound, positive working relationships with CYC participants, parents, volunteers, and the community. Must be familiar with applicable local, state and national guidelines and regulations i.e. OSHA. Must hold a valid North Carolina driver's license. Must be able to obtain first aid and CPR certification.

**Contact with
Others:**

Plans for and maintains a safe environment which requires strict adherence to rules, regulations, policies, and procedures to avoid injury to others. Interacts frequently with club members, parents, co-workers, and other tribal personnel. Has outside contacts with club members, parents, schools, community members, volunteers, and agency representatives in exchange of information and discussion. Nature of contacts requires the use of tact, courtesy, and business etiquette to assure the maintenance of a positive working relationship.

**Mental /Visual
/Physical Effort:**

Close concentration and attention to detail are required during planning, organizing, data entry, and reporting procedures. Subject to frequent interruptions requiring varied responses. While performing duties of the job incumbent must be able to sit, bend, stand, walk, reach, and do moderate lifting. Visual acuity and the ability to speak and hear are required.

Environment:

Exposed to potential falls, back strain, cuts, etc. if safety procedures are not followed. Works directly with children age 5 – 18. May also work in a business office environment, which has frequent visitors, and phone calls creating a slightly above average noise level. Scheduled activities dictate working conditions but works primarily indoors in a specified area.

**Resourcefulness
and Initiative:**

Follows well defined procedures, guidelines, and CYC policies. Planning, problem solving, and decision making skills are required. Requires the ability to coordinate and participate in multifaceted activities; give attention to several duties simultaneously. Initiative is required to maintain accuracy, establish priorities, and meet schedule time frames.

**Responsibility for
Equipment:**

Works with a range of equipment as well as audio and visual aids, which would not be damaged under normal, use and care. Carelessness could result in additional cost for repairs and/or replacement. Performs general upkeep, cleaning and minor maintenance procedures to specific area and equipment. Neglect in cleaning of specified area and care of equipment could reflect negatively on the program.