



## Job description for Assistant Program Instructor

This position is currently configured as a part time job for on-demand needs, with an projected average of 8-10; Saturdays and occasional evenings required.

The Assistant Program Instructor's primary focus is to support, assist, substitute, and back up the Program Director. Though other non-specified tasks may be assigned to this position, key job duties include the following:

- **Program Instructor** – The Assistant Program Instructor's primary job is supporting the Program Director through the instructions of history and nature programs not limited to but including: Field Trips, Homeschool Adventures, Preschool Adventures, Birthday Parties, Scout Programs, After School Programs, Hikes and more.
- **Supply High Quality Programs-** Supports the mission of Autrey Mill Nature Preserve to create a destination and educational resource to inspire exploration, appreciation, and preservation of the natural environmental and local history. When possible programs and events should correlate to state or national educational standards.
- **Data Collection—** The Assistant Program Instructor will be responsible for collecting data in programs he or she is responsible for. This includes: number of participants, age of participants, review of program, and more.
- **On Call Responsibilities--** This position requires the applicant to be available to accommodate On-Call or On Demand Programs. The applicant's schedule must be able to accommodate the demand of Field Trips, Birthday Parties, Scout Programs on any day or time of the week.
- **Miscellaneous** – The Assistant Program Instructor will be called upon to complete or assist many other tasks as they are needed, including assisting with programs and special events, housecleaning and light maintenance. In addition to some marketing, outreach, etc...

### **Skills/Qualifications:**

- Experience educating children or adults
- 60 College credit hours and 2.5 or above GPA
- Familiarity with natural sciences or local history
- Good organizational skills and record keeping
- Cheerful presence, people skills, and positive attitude
- Good oral and written communication skills