



**JUNE 2017**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**“KUDOS FOR KIDS” INSTRUCTOR**  
**HOURLY PAY RANGE: \$16.00-19.00**

**DEFINITION**

Hourly position under the supervision of the Site Coordinator. The Instructor will be responsible for preparing a curriculum based on education, knowledge of subject matter and experience; and instructing participants of the KUDOS for Kids After School Enrichment Program in Fort Bragg.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Duties will include but not be limited to the following:
- Create curriculum in approved subject matter and submit to coordinator for approval. Communicate with the coordinator any changes to curriculum or dates unavailable for instruction.
- Instruct school-age children in curriculum in after school setting.
- Communication with parents as needed.
- Oversee the health and safety of the children.
- Fill out accident reports as needed and report accidents or unusual incidents to the site coordinator.
- Keep accurate attendance records and other pertinent records and reports to be submitted to site coordinator.
- Know and follow the philosophy of the program.
- Attend staff meetings and educational workshops when available.
- Other duties as assigned by the program coordinator.

**QUALIFICATIONS**

Must be at least 18 years of age. Must have at least 48 college units or pass the basic skills test. Must possess education, knowledge and experience in subject matter to be presented.

**REQUIREMENTS**

Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

**Certifications and Requirements:**

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks

**PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand and agree to perform the duties described in the job description for the KUDOS Instructor.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

