



The Arc Gateway, Inc. Job Description

Job Title: Program Assistant/Art Instructor
Department: Pollak Training Center, Adult Enrichment
Reports To: Adult Enrichment Department Manager

Summary

Supervise assigned students, provide relevant instruction in pottery/ceramics. Help students produce sellable items for art shows, fairs, and auctions. Coordinate, set up, perform sales, and tear down program booth at art shows.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Provide pottery/ceramics instruction to assigned students; utilize kiln to finish pottery
2. Help students produce sellable items
3. Purchase or request supplies as needed
4. Keep instruction area and equipment clean
5. Assist with client supervision during lunch and in main area when needed
6. Provide behavior management, intervention, and support as indicated. Provide assistance with and encourage appropriate social interactions, toileting, eating, self-care, grooming, mobility, etc.
7. Advocate for people with developmental disabilities through promotion of their artwork and abilities

Education and/or Experience:

High school diploma or general education degree (GED) required. Experience related to art and education required, including at least one year of experience making pottery / ceramics and utilizing a kiln to finish pottery. Experience with intellectual disabilities preferred.

Certificates, Licenses, Registrations:

Valid Driver's License with satisfactory driving record and proof of insurance. Must pass FDLE fingerprint check, Dept. of Children and Families Abuse Registry Check, local criminal background check, Affidavit of Good Moral Character, and drug screen. CPR, First Aid, Core Competencies, Zero Tolerance, HIV and HIPAA certifications will be required.

Beginning Salary: \$10.00/hour

Status: Non-Exempt

Working Hours: 40 hours/week

The Arc Gateway is an Equal Opportunity Employer