



Position: YOUTH & TEEN PROGRAM ASSISTANT

Reports to: Youth & Teen Program Manager

Location: Telluride, CO

AH HAA SCHOOL FOR THE ARTS

For over 30 years, Ah Haa School for the Arts (Ah Haa) has been inspiring people of all ages to discover, nurture and celebrate their creative possibilities. Ah Haa School for the Arts has been a place of inspiration, creativity, and curiosity for people of all ages in Telluride and the surrounding Colorado communities. In 2021, Ah Haa moved into downtown's arts district in the Silver Jack building, a 10,000 square-foot, purpose-built community center with enhanced studios and thoughtfully designed classrooms that spark expanded opportunities for participation. Ah Haa is also home to the prestigious American Academy of Bookbinding (AAB) located at the nearby historic Stone Building.

What We Are Looking For

The Youth & Teen Program Assistant will be an energetic, detail-oriented individual responsible for assisting the Youth & Teen Program Manager and/or Instructor to help support a safe and efficient learning environment for all participants. Various duties include but are not limited to escorting K-2 students from school to Ah Haa School for the Arts, tracking attendance, communicating with parents and guardians; set-up and tear down of classes; and assisting instruction.

This is a part-time, on call position with variable hours. The position requires a Colorado background check.

CORE RESPONSIBILITIES

Assist Instructor and class management (75%)

- Assist in Instructor or appropriate authority with classroom management.
- Assist with the development and implementation of lesson plans.
- Communicate policies and protocols to Parents and Telluride Elementary School staff; maintain appropriate waivers and authorizations; communication same to Ah Haa Front Desk & Registration Assistant.
- Trace and monitor absences; communicate to parent, Ah Haa Instructor, Telluride Elementary School staff or appropriate authority.
- Report health, well-being and safety concerns, record Incident Reports as necessary.

Assist classroom/studio management (25%)

- Assist as needed in the overall maintenance of the Possibilities Room and its equipment with a priority for the health, safety and well-being for staff, students, instructors, and volunteers.
- Order supplies and materials.
- Assist set up and tear down classroom for classes; organize and inventory materials as needed.

REQUIRED SKILLS, ABILITIES AND EXPERIENCE

- Ability to take initiative and effectively adapt to change.
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Works well in a collaborative team environment.
- Excellent verbal and written communication skills

- Demonstrated commitment to diversity and inclusion practices
- Communicate and demonstrate a standard of excellence and proactive problem-solving that sets an example for others.
- Represents the organization in a positive light that encourages participation and engagement with the public, participants, donors, and friends of the organization.

SALARY RANGE: \$15.50 - \$18.00/hr. depending on experience

In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

Interested candidates, please email cover letter and resume to <<fill in the email address or link to apply>>. No phone calls please.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS is an "at-will" employer.

AH HAA SCHOOL OF THE ARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

Ah Haa School for the Arts

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