



**Position: CLASSROOM ASSISTANT – (SUMMER CAMPS)**

**Reports to: Program Manager or Director**

**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 Ah Haa School for the Arts Classroom Assistant for our Summer Youth & Teen Camps will be an energetic, detail-oriented individual responsible for assisting in a variety of classroom settings providing support to the Instructor in maintaining a safe and efficient learning environment for all participants. Various duties include but are not limited to tracking attendance, greeting parents and guardians; set-up and tear down of classrooms, prepping materials, helping manage classroom behavior, escorting and chaperoning participants off campus, and assisting instruction.

**This is a seasonal part-time position with variable hours, (20-40hrs/week, depending on need). 40hr/week assistants may be eligible for subsidized or free housing for the term of their employment, subject to availability. Summer Term: June 5, 2023 – August 18, 2023. The position requires a Colorado background check.**

### **CORE RESPONSIBILITIES**

#### **Assist Instructor and class management (75%)**

- Assist Instructor or appropriate authority with classroom management.
- Assist with the development and implementation of lesson plans.
- Acquaint students with classroom; provide orientation as necessary.
- Communicate policies and protocols to parents/guardians; maintain appropriate waivers and authorizations; communicate relevant information to Ah Haa Front Desk & Registration Assistant.
- Trace and monitor absences; communicate to parent/guardian, Ah Haa Instructor, 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 classroom/studio 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 Caroline Schnetzler, ([caroline@ahaa.org](mailto:caroline@ahaa.org)). 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.

*Updated: 01.25.23*

---

**Ah Haa School for the Arts**

PO Box 1590  
Telluride, CO 81435  
970.728.3886  
[ahaa.org](http://ahaa.org)