



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

SUN Community Schools ~ Portland Parks and Recreation JOB DESCRIPTION

Job Title:	SUN CS After School & Evening Instructors, Office Assistants (Part-time, non-benefited positions)
Job Location/Number:	SUN Community Schools
Dates of Employment:	Length of positions vary.
Pay range:	\$9.25 and up (depending on experience)
Date Revised:	March 24 th , 2015

GENERAL FUNCTION

SUN Community Schools provide after school education and enrichment programs, as well as evening community education courses in neighborhoods with a variety of cultural and socioeconomic backgrounds. Sites offer a variety of courses, academic assistance, sports and meals to both students at the school and members of the surrounding community. Below is a list of sites that have open positions at time of posting. Please see the information below and contact each site directly.

ENTRY REQUIREMENTS

1. Experience working with middle school-age students in a school, camp, or recreational environment.
2. Background and experience leading art instruction, creating lesson plans, and supervising youth.
3. Strong communication, organization, planning and implementation skills.
4. Background in visual arts and strong creative skills.
5. Possess excellent classroom management skills
6. Experience working with youth from diverse backgrounds
7. A love for teaching and/or instructing.
8. Ability to work afternoon and evening shifts (Most programs take place between 2:00-8:00pm).

JOB REQUIREMENTS

Ability to prepare and lead art lesson plans and activities for middle school students. Ability to respond to safety and emergency situations. Ability to problem solve in stressful situations. Ability to communicate and demonstrate a friendly, courteous and professional manner in dealing with participants, staff and supervisors. Staff is responsible to participate in and supervise all activities.

Administration

1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

www.PortlandParks.org
Amanda Fritz, Commissioner
Mike Abbaté, Director



PRINCIPAL ACTIVITIES

1. Planning, leading, interacting and supervising a Visual Arts Class with a focus on multi-cultural art projects.
2. Demonstrating personal behavior of a responsible, professional and exemplary nature.
3. Responding to participant's, parents and staff questions, complaints or concerns immediately and professionally.
4. Communicating with Site Manager on an on-going basis.
5. Provide a fun, safe, creative and interactive experience for all patrons by maintaining a positive attitude.
6. Responsible for the safety of students.
7. Maintaining organization and cleanliness of facilities equipment and supplies at the end of each day.
8. Maintaining a neat and clean appearance, adhering to dress and appearance guidelines.
9. Adhering to Bureau wide policies and procedures.
10. Remaining calm and flexible during unforeseen situations.
11. First Aid and CPR certified a plus, but not required at all sites.
12. Performing other duties as necessary to the position as assigned by Site Manager.

SPECIFIC SITE INFORMATION/REQUIREMENTS

- **Alice Ott (SE)** – (1) Art Instructor, previous experience in art instruction, working with middle school students, and working in a diverse community is preferred. For more information or to submit resume and letter of interest contact Site Manager Jennifer Garcia at 503-823-2279 or jennifer.garcia@portlandoregon.gov.