

## **Youth Instructor** **Part Time - Job Description**

Youth Ambassadors, Inc. (YA) is seeking part-time Youth Instructors to plan, organize, and implement age appropriate social emotional learning curriculum that empowers teens (ages 14-18) to unlock their potential as impactful citizens and future leaders of Greater Kansas City.

Our youth receive specialized training in Health & Wellness, Youth Entrepreneurship, Community Development, Life & Job Skills, and Creative Expression. Ambassadors who master the social emotional learning curriculum are promoted to participate in paid work on community impact projects and internships.

### **Responsibilities & Duties for Youth Instructors Include:**

- Planning, preparing, and delivering lesson plans and instructional materials that facilitate active learning and Social Emotional Learning (SEL).
- Developing schemes of work, lesson plans, learning materials, and resources for use in educational & developmental activities, utilizing relevant technology to support instruction.
- Establishing and communicating clear objectives for all learning activities.
- Administering surveys in accordance with established procedures.
- Instructing and monitoring Ambassadors in the use of learning materials and equipment.
- Working to develop healthy relationships and a positive rapport with Ambassadors through effective communication.
- Assisting Ambassadors with maintaining positive behavior in the work setting by establishing and holding youth accountable to rules and procedures.
- Maintaining authority in accordance with the rules and disciplinary systems of Youth Ambassadors.
- Monitoring and evaluating the teen work groups and individual youth as they progress and develop, adjusting engagement strategies as needed.
- Communicating necessary information regularly to Ambassadors, colleagues, and supervisors regarding youth progress, development, and needs.
- Communicating necessary information regularly to colleagues and supervisors regarding materials, supplies, and/or other needs.

### **Qualifications**

- Associate's Degree required; Bachelor's Degree preferred; Bilingual in Spanish/English a plus.
- Knowledge of the needs and strengths of youth ages 14-18 and families living in under-resourced and under-invested communities.
- A minimum of one year of experience working with youth in the nonprofit sector and/or an educational setting.
- Commitment to social emotional learning and education.
- Integrity, positive attitude, mission-driven, and self-directed leadership style.
- Ability to report to work on a punctual and regular basis.
- Performance of all other related work delegated or required to accomplish program



objectives.

- Ability to use relevant technology.
- Proven ability to work cooperatively and communicate diplomatically/effectively with youth, staff, and volunteers.
- Occasional physical labor is required to set up and carry out programming activities.

### **You're a good fit if...**

- You have a strong interest in and passion for empowering urban teenage youth.
- You prioritize working in an equitable and inclusive organizational culture.
- You are the kind of leader who brings teams together, fosters a healthy work environment and motivates colleagues to go the extra mile.
- You would thrive in an environment where you are expected to think outside the box.
- You are self-motivated and can work well both independently and in a small team environment.

### **Required application documents**

- Resume
- Cover Letter - Applicant cover letters should not exceed two pages in total length, and must include a brief discussion of the following three topic areas:
  - Why are you interested in this position?
  - How do your skills align with the job description?
  - What does diversity, equity and inclusion mean to you?

**Prospective candidates can apply for this position by emailing their cover letter and resume to Human Resources at [hr@youthambassadorskc.org](mailto:hr@youthambassadorskc.org), ATTN: Youth Instructor Position.**

### **COVID-19 Precautions:**

- Virtual interview process
- Personal protective equipment provided
- Sanitizing, disinfecting, or cleaning procedures in place

**Type:** Part-Time

**Hours:** Monday-Thursday, 8am -2pm

**Pay Range:** \$25/hour

**Location:** Greater Kansas City Area (Midtown KCMO, Jackson County, Wyandotte County)

We are committed to building an inclusive organization that represents the people and communities we serve. We encourage members of traditionally underrepresented communities to apply, including women, people of color, veterans, LGBTQIA+ people and people with differing abilities.

**Youth Ambassadors is an Equal Opportunity Employer and seeks diversity in candidates for employment. EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity**