



## Job Description for: Youth Program Instructor

**Overview:** Open Roads is a youth development organization that teaches youth bike mechanic skills and social skills in order to better prepare them for their future. Open Roads is looking for 1-2 instructors who can assist with the teaching of skills and operating of programs in various locations throughout Kalamazoo. This position is open until filled.

**Amount of Time:** Part Time (3 - 10) hours/week, depending on availability. We operate single day programs, as well as 5 week and 6 week programs. Seeking afternoon and evening availability, particularly on Wednesdays and Thursdays.

**Pay Rate:** \$10/hr

**Description:** This job includes the responsibilities directly related to educating youth in social skills, as well as providing behavior support in afterschool and summer programs. Both tasks require knowledge of and experience with youth and a demonstrated ability to work with a team. Applicants must be willing to be trained in the area of bike mechanics.

### Responsibilities:

- Teach social skills to youth from curriculum
- Support Mechanic Skills instruction to youth
- Facilitate programs in the community for adults, youth, families and volunteers
- Communicate with colleagues regarding programs, youth, and all relevant issues and concerns
- Support and demonstrate all Open Roads behavioral expectations: Respect, Own your actions, Attitude matters, Discipline, Safety
- Ensure all materials are prepared and present for programs
- Assist in collecting data for programs (number of youth served, progress in programs)
- Assist in coordinating programs with community partners (schools, agencies, businesses, etc.)
- Attend Open Roads events as needed (Bike expos, safety events, demonstrations, etc.)

This position will remain open until filled.

**Please find application online at**

[www.openroadsbike.org/get-involved](http://www.openroadsbike.org/get-involved)

or contact Erin Denay for an application or questions

Erin Denay

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