

Singing Creek Educational Center



Lead Instructor Job Description

Job Title: Lead Instructor

This position is designated as an Independent Contractor- NOT an employee at this time. As such we do not give you traditional benefits such as sick pay, worker's comp, etc. Nor do we take taxes out of your paycheck. However we will send you a 1099 form for taxes each year if you qualify.

Timeline: Job pool remains open, apply anytime.

Job Purpose:

Supervise and instruct participants in SCEC programs, including curriculum development, keeping students engaged, safety management, and parent/customer service. May oversee other instructors or volunteers after a three-month trial period.

SCEC is an equal opportunity employer. We welcome the unique contributions that you bring including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages spoken, veteran status, religion, ability, sexual orientation, and beliefs. We celebrate diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees.

Ways that we express this include:

- decolonizing curriculum and incorporating land acknowledgements in programs
- utilizing culturally responsive teaching techniques and materials
- offering additional training opportunities online for teachers in DEI
- normalizing pronoun use during meetings and programs
- providing needs-based scholarships to students
- providing accommodations for students to participate in our programs and for staff to lead programs

Job Responsibilities:

- Lead activities for groups of children with support from volunteers, assistant instructors, and directors.
- Facilitate culturally responsive lessons, adapting for student needs and encouraging student choice, within our anti-racist values
- Ensures safety of all participants at all times and maintain participant confidentiality
- Accounts for all participants during programs and during signin or signout periods

- Use equitable approaches to engage all students in land-based and history-based education, including youth who are: BIPOC, LGBTQ+, Neurodivergent or English Language Learners or have exceptional needs.
- Respects and preserves outdoor and indoor teaching spaces for future users
- Respects other users of common spaces to ensure SCEC's positive reputation in our community
- Provides support and mentorship to Assistant Instructors or volunteers to ensure all group needs are met
- Treats participants with kindness, respect while consistently maintaining group agreements
- Use trauma-informed group management strategies to support student needs.
- Communicates with Executive Director on Facility Supervisor about issues that arise during programs such as hazards or conflicts
- Ensures the teaching space is carefully cleaned at the end of each teaching session
- Other duties as assigned.

Required Skills/Qualifications:

- Ability to confidently lead groups of up to 12 kids indoors or outdoors.
- Must be able to carry up to 20 pounds and walk over uneven terrain for up to one mile.
- First Aid and CPR Certification required (can be obtained upon hire).
- Passionate desire to share history and nature with others.
- Commitment to creating an inclusive environment for all students
- Must have reliable transportation. Some teaching sessions will be off site in local schools or community centers, etc. and travel time will be compensated.
- Responsible for locking up buildings and removing trash and recycling as directed.

Additional Desired Skills:

Historical re-enactment, wild plant uses, tracking, primitive survival skills, conservation, art skills, musical skills, crafting skills, sewing, basic cooking, cultural knowledge (especially Native American) and storytelling.

Compensation: \$20 an hour with travel costs/time negotiated on a per-job basis.

Time Commitment: Upon hiring, we will add you to our pool of Lead Instructors and you will be offered occasional work as it becomes available and is a good fit for your skills. This may include teaching during the school year, weekends, summer camps, and special events. You are free to accept or turn down any particular teaching session offered to you.

Costume: An ideal candidate will have their own historic costume for the time period of the 1800's. Some costume pieces can be loaned to you. Our instructors may teach about Pioneer settlers, Fur Traders/Trappers, or Native Americans of Oregon. We do not "dress up" as Natives

or otherwise participate in cultural appropriation. We respectfully wear modern shirts or sweatshirts with designs created by today's Native people of Oregon. This allows us to share Native art with the children and offers a talking point about the ways Native art has influenced culture, today and in the past. Our curriculum about the Kalapuya people has been vetted by the Confederated Tribes of Grand Ronde Curriculum Specialist (2022).

Training: While an ideal candidate will have some historical/nature knowledge, we will offer some training, especially as it pertains to our particular curriculum and how to work with our materials. These trainings are paid if they are over one hour in duration. Training pay is less than regular pay for teaching, currently \$15 an hour.

Location of work: We are currently between homes for our non profit and are working at our partner's sites and in classrooms and community centers. Typical locations are in Cottage Grove, Creswell, Pleasant Hill, and Eugene.

Additional Information:

Final candidates will need to satisfactorily complete a criminal history background check.

To Apply:

Send your resume and a cover letter to:

Karen Rainsong

Executive Director

Singing Creek Educational Center

director@singingcreekcenter.org

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Visit our website to learn more: <https://www.singingcreekcenter.org>