

Singing Creek Educational Center



Instructor/Lead Instructor Job Description 2026

We are a 501 c(3) nonprofit in Eugene/Springfield

Job Title

Instructor OR 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. Most new hires will start out as Regular Instructors and then be promoted to Lead Instructors with a proven track record of good skills teaching and leading.

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 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, and sexual orientation. We celebrate diversity and are committed to creating an equitable and inclusive environment for all participants, 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 in DEAI
- normalizing pronoun use during meetings and programs
- providing needs-based scholarships to students and families
- providing accommodations for students to participate in our programs and for staff to lead programs

Job Responsibilities

- Implement and lead activities for groups of children and/or adults with support from volunteers, assistant instructors, and the executive director,

- Facilitate culturally responsive lessons, adapting for student needs and encouraging student choice, within our anti-racist values,
- Ensure safety of all participants at all times and maintain participant confidentiality,
- Account for all participants during programs and during sign-in or sign-out 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,
- Respect and preserve outdoor and indoor teaching spaces for future users and to ensure SCEC's positive reputation in our community,
- Treat participants with kindness and respect while consistently maintaining group agreements,
- Use trauma-informed group management strategies to support student needs,
- Communicate with Executive Director or Program Manager about issues that arise during programs such as hazards or conflicts,
- Ensure the teaching space is carefully cleaned at the end of each teaching session,
- *For Lead Instructors:* Provide support and mentorship to Regular Instructors or volunteers to maximize their effectiveness,
- *For Lead Instructors:* Document teaching activities with pictures and video as outlined in our Social Media Policy and give these to the Executive Director,
- Collect feedback from participants as directed,
- Other duties as assigned.

Required Skills/Qualifications

- Knowledge of Oregon history including Native Americans, settlers/colonizers and other groups influencing the cultural and natural landscape of the West,
- An ability to confidently lead groups of 10 or more children and/or adults, indoors or outdoors (must be comfortable in nature),
- An understanding of teaching practices and demonstrated ability to teach, refocus groups, and pivot to natural teaching opportunities in the classroom and 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 for Lead Instructors (can be obtained upon hire),
- Passionate about sharing history and nature with others,
- Commitment to creating an inclusive environment for all students,
- You must have reliable transportation and carry your own car insurance. Some teaching sessions will be off-site in local schools or community centers, etc. and mileage will be compensated.

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. Multi-lingual skills are a plus.

Compensation

\$25 an hour for Lead Instructor. (Regular instructor is currently at \$22 per hour) Travel pay is on a per-mile basis, using the IRS National rate. Training time is a different pay rate, currently \$15 per hour. Hired staff will need to satisfactorily complete a criminal history background check. SCEC will initiate and pay for this.

Time Commitment

Upon hiring, we will add you to our pool of Instructors (Regular at first) 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. We expect you to arrive on time and communicate with the Exec. Dir. immediately if you are sick or cannot make it to the job.

Costume

An ideal candidate will have their own historic costume for the time period of the late 1700's to 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. For non-Native contractors, 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. Training pay is currently \$15 an hour. Paydays are the first of the month.

Location of work

We are located at the living history village at Dorris Ranch in Springfield, Oregon though we also teach in classrooms, libraries, parks and cultural centers across Western Oregon.

To Apply

Send your resume, references with contact info, and a cover letter in PDF format to Karen Rainsong, Executive Director at: director@singingcreekcenter.org

541 968-1986 | PO Box 5773 Eugene, OR 97405

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