



CREATIVE ART PROGRAMS

Job Title: ASSETs Enrichment Instructor - Weight Room and/or other physical activities

Job Summary: The ASSETs Enrichment Instructor leads enrichment activities for high school students. Drawing on their specialized skills and interests, this role engages students in hands-on learning experiences that support personal growth, creativity, and life skills. The Enrichment Instructor collaborates with other program staff to ensure a safe, positive environment and is responsible for planning activities, monitoring student participation, and supporting overall program goals. This position plays a key role in connecting Flockworks' mission to student experiences, fostering meaningful connections through

enrichment opportunities. This Instructor will be responsible for carrying out enrichment activities with high school students that focus on **physical activity**. **Supervising the Fort Bragg High School weight room in afternoon hours is the top priority**. Other possibilities include but are not limited to dance, yoga, disc golf/ultimate frisbee, Zumba, or other classes. Role can be 1-5 days per week and may be filled by several individuals offering specific activities.

Responsibilities & Duties:

- Instruction & Creative Learning
 - Plan and lead enrichment activities in recreational or vocational areas (e.g., weight room, cooking, arts & crafts) aligned with student interests and program goals.
 - Engage and motivate high school students through hands-on, relevant activities in an after-school setting.
 - Incorporate hands-on, creative learning experiences that reflect Flockworks' mission of fostering curiosity, inclusion, and community connection.
 - Collaborate with Aides and other team members to ensure smooth activity delivery and a supportive learning environment.
 - Ensure the health and safety of students during all program activities.
 - Perform other duties as assigned by the ASSETs Site Lead to support program success.
- Communications & Reporting
 - Maintain regular communication with the ASSETs Program Director.
 - Track and document student participation, progress, and behavior, and report incidents or concerns to the ASSETs Site Lead.
 - Complete necessary reports, including accident or incident documentation, in a timely and accurate manner.
 - Act as a positive representative of Flockworks, helping to communicate the organization's mission through daily interactions with students, families, and school staff.
- Professional Development & Program Standards
 - Understand and apply ASSETs program guidelines.
 - Attend staff meetings, educational workshops, and complete required training.

Qualifications, Skills, Certifications & Requirements:

- Qualifications:
 - Must be at least 18 years of age.
 - Demonstrated expertise in a specific recreational or vocational area (e.g., fitness, culinary arts, visual arts, trades, or other hands-on skills) relevant to enrichment activities.
 - Experience leading activities or teaching skills to youth, preferably in a high school or after-school setting.
 - Some college coursework completed.
 - Bilingual (English/Spanish) a plus.
- Skills:
 - Ability to develop and implement engaging, hands-on lesson plans.
 - Clear and effective verbal and written communication.
 - Excellent organizational and time management skills.
 - Ability to build positive relationships with students, staff, families, and school personnel.

- Proficient in digital platforms for scheduling, communication, and documentation.
- Ability to manage schedules, coordinate logistics, and solve problems proactively.
- Commitment to fostering an inclusive and welcoming environment that reflects Flockworks' mission and vision.
- **Certifications & Requirements:**
 - Current CPR and First Aid certification (or ability to obtain within 30 days of hire).
 - Fingerprinting and background clearance required per California state regulations.
 - TB test clearance and Bloodborne Pathogen training required prior to working with students.
 - Completion of Mandated Reporter Training and Harassment Prevention Training within the first 3 months of employment.

Reporting Structure:

- This position reports directly to the ASSETs Site Lead.
- Works closely with the ASSETs Enrichment Aides, other ASSESTs Enrichment Instructors, ASSETs Director and other team members across programs.
- Does not have direct supervisory responsibilities, but supports cross-team coordination and communication.

Work Location & Type of Job: This position primarily works at the ASSETs program site located at Fort Bragg High School. Planning, communication and administrative tasks may be performed remotely as needed. Work hours are typically weekday afternoons during the school year, with occasional additional hours for special events or staff meetings.

Work Environment and Physical Requirements: This position operates in a school campus setting. The role requires being physically active throughout the shift, including standing and/or walking. Must be able to bend, reach, and lift light materials or supplies as needed for activity setup and clean-up. The ability to respond quickly to ensure student safety is essential. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Flockworks is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants. All qualified individuals will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law.

Position Structure & Benefits Eligibility: This position is designed as a part-time role; however, employees may hold multiple part-time positions within the organization to create a combined full-time schedule. When combined responsibilities meet or exceed the organization's full-time hourly threshold, the employee becomes eligible for full-time benefits.

Salary & Benefits:

- 0.5 FTE, non-exempt, seasonal
- \$24-\$28/hour
- Robust PTO: 1 hour for every 10 hours worked
- 4% 401(k) match
- 9 paid holidays
- Opportunities for growth