

**Title:** Studio Art Coordinator and Instructor

**Exempt:** No

**POSITION SUMMARY:**

Under the general supervision of the Youth Services & Studio Art Director, the Studio Art Coordinator and Instructor work with Pottery and Arts programs.

**ESSENTIAL JOB FUNCTIONS:**

- **Financial** – Evaluate, research and purchase equipment for department to use.
- **Best Practices** – Oversee the administration of the pottery studio. Schedule classes, registration, attendance and other reporting. Teach classes. Schedule classes, registration, attendance and other reporting. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, supervise, orient, and evaluate volunteers.
- **Communication** – Market the program and recruit new classes. Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

**EXPERIENCE REQUIREMENTS:**

Experience in working with studio art programs, the medium of clay and experience in running a kiln.

**EDUCATIONAL REQUIREMENTS:**

High School Diploma, GED or Bachelor Degree preferred

**SKILLS REQUIREMENTS:**

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. QuickBooks, Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers.
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Ability to teach pottery or art classes.
- Working with senior management
- Responding to and resolving complex questions and concerns
- Program planning, implementation and evaluation
- Special Event Planning

**WORK ENVIRONMENT:**

Typically works in a professional office environment, studio art space, kiln room.

**PHYSICAL REQUIREMENTS:**

Ability to perform routine first aid tasks. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, setting up rooms

# YWCA IS ON A MISSION

eliminating racism  
empowering women  
**ywca**

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

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**Employee Signature**

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**Date**

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**Executive Director's Signature**

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**Date**

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