



Foundational Skills Series Instructor

2/3/2020

Job Overview

The Margaret Home, a house of hospitality in the Catholic tradition, seeks an experienced and self-motivated professional to serve as the volunteer Foundational Skills Series Instructor. The Instructor reports to the Operations Manager and will work closely with volunteers and staff of The Margaret Home to coordinate all educational and training activities. The Foundational Skills Series Instructor is a volunteer position. Flexible weekday hours are required.

Requirements:

- Minimum of a B.A. or master's degree in the field of Teaching, Guidance, Business or a related field desirable.
- A minimum of 2 years' experience as a teacher or instructional design professional with in-depth knowledge of teaching methods and legal educational procedures.
- Must have in-depth knowledge of teaching best practices, in addition to having excellent written and verbal communication skills.
- Exceptional interpersonal skills and the ability to work with women groups; a previous history of working with the unemployed, underemployed, or challenged and/or adults.
- Well-organized with excellent leadership along with the ability to work independently.
- Ability to work well with volunteers from varying backgrounds, educations, and cultures required; includes the ability to collaborate with other educational providers.
- Must be energetic, have a positive outlook, and be fully supportive of the mission of The Margaret Home in promoting the sanctity of life and dignity of women in the Catholic tradition.
- Must have reliable transportation and a valid NYS Driver's license; the role requires travel to and from The Margaret Home.

Primary Responsibilities:

- Assist in the fulfillment of The Margaret Home's Mission and exercises good stewardship in all tasks and activities.
- Employ various teaching techniques, methods, and principles of learning/training to include the ability to modify lesson plans, assess participants, work in group settings, and provide one-on-one support where needed.
- Conduct informational sessions with participants to field questions regarding The Margaret Home's program model.
- Responsible for determining a participant's strengths, weaknesses, and barriers to employment in relation to education and training goals.

- Formulate work plans for participants to develop short- and long-term training and career goals.
- Connect and support participants in selecting a program track based upon a formal career assessment and team review (which includes the Operations Manager and Case Manager).
- Plan and implement educational activities and events.
- Implement a classroom structure and consistency to encourage participant responsibility, cooperation, and mutual respect.
- Supervise classes to ensure all participants are learning in a safe and productive environment.
- Organize supplies and resources for sessions and presentations.
- Responsible for grading assignments, evaluating participants' progress, and planning educational/training activities.
- Assess participants' progress and determine the need for additional reinforcement or adjustments to instructional techniques.
- Maintain accurate records and provide timely activity reports.

All applicants must be mission-driven, flexible, and willing to self-motivate. Applicants must be willing and able to work closely with other team members and volunteers and collaborate regularly with internal staff and board members, demonstrating an ability to lead and coordinate as work is delegated.

This is a volunteer position. Flexible day and weekend hours are required.