



**Job Description :** This is a flexible teaching position to support the needs of the BWorks education programs. While BWorks has made an effort to provide a general description of the duties and tasks of this position, you must understand that this is not a comprehensive job description. Tasks and duties may be modified at any time.

### Qualifications

Potential candidates must possess:

- High school diploma or equivalent
- Enthusiastic passion to achieve the BWorks mission
- Flexibility to change direction quickly as required by the operational needs of the BWorks environment

Preference will be given to candidates that also possess the following:

- Bachelors Degree in Education
- Prior experience working with children ages 8 - 17
- Prior administrative and/or teaching experience

### Instruction Duties

*The instruction portion of this role will enable BWorks to offer more learning programs on and off the BWorks premises. Examples of tasks relating to instruction include, but are not limited to the following:*

- Preparation for and facilitation of two BWorks kids programs per week.
- Maintenance of the props and supplies used during classes.
- Completion of inventory for program deliverables and needs.

### Administrative Duties

*The administrative support portion of this role will minimize risk and maximize consistency related to BWorks programs. Examples of administrative tasks include, but are not limited to the following:*

- Assistance with paperwork relating to volunteer instructors.
  - Coordination of program paperwork (release forms, pre and post assessments, etc.).
  - Maintenance of communications with Community Partners.
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Start Date: May 1, 2015

Position Title: Program Lead

Reporting Relationship: You will report directly to the Programs Manager.

Work Location: Locations in the City of Saint Louis as established by BWORKS.

Compensation Rate: \$13/15hr with total number of hours per week not to exceed 8 hours without written consent from the Director, payable pursuant to the BWORKS' standard payroll practices.

Employment Contract: This offer of employment terminates May 1, 2016. Options to renew the contract must be negotiated three (3) months prior to termination date. You will be free to terminate your employment by BWORKS at any time. BWORKS will be free to terminate its employment of you at any time, subject to applicable laws and regulations relating to termination of employees generally. Both parties agree to provide three (3) months notice and reason for such action.

Probation Period: Your employment by the BWORKS will be subject to three-month probationary period to ensure the mutual compatibility of your employment by the BWORKS. Your employment will be reviewed by the BWORKS at the end of the probationary period.

Performance Review: BWORKS will conduct a one month, six-month and a twelve-month review to assess the progress of Employee during the first year.

Salary Modification: After one (1) year of employment an increase in salary may be negotiated based on good performance.

Company Policies: While employed by BWORKS, you shall be subject to all BWORKS employee policies and procedures active at the time of employment and as adapted by BWORKS from time-to-time.

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