

**Joe's Movement Emporium**  
**Arts Education**  
**Program Assistant**

**Overview**

The Arts Education Department of Joe's Movement Emporium provides year-round service in the visual and performing arts for children ages 4-12. During the school year, elementary school children spend the afternoons in a licensed childcare program. On a daily basis, more than 60 minutes of movement, a nutritious snack and classes in multiple art forms are offered from 2pm-6pm. In the summer, full day camp is available with sessions designed to expose children to world art traditions through the arts 7:30am-6pm.

An excellent candidate has the ability to motivate children through positive reinforcement. Staff must interact with children in a way that will draw them into group activities and utilize conflict resolution tactics to help groups work together and solve problems. Children should be instructed and guided with kindness because Joe's is a safe, nurturing, happy space for them. It is important for staff to participate in classes so children know what to do while watching the teachers.

Program Assistants are expected to play, create and participate to inspire students to actively engage them in the creative process. Caring for the children, as well as the space, are key elements of this position. It is important for staff to participate in classes so children know what to do while watching the teachers.

**Culture**

Every Program Assistant is important to the team. A commitment to show up on time and in time to perform duties which may include those assigned to others will make each day successful. Everything is done for the benefit of the children. Lead by example and be a team-player. Help the program and co-workers in every possible manner. Classes should be calm and engaging. A willingness to adapt to changes and child-focused environment is desired within the facility.

**Required Skills**

- Responsible
- Reliable
- Cooperative
- Attentive
- Multi-tasker
- Organized
- Energetic
- Self-starter
- Patient

Knowledge and experience in classroom management is preferred. Knowledge of one or more arts education areas is a plus, but a willingness to learn is a priority.

## **Position Summary**

The Program Assistants are charged with supporting the teaching artists to provide quality, creative and age-appropriate opportunities to learn in the arts. The classes for our toddlers and school-age children must be inclusive for all body types, physical levels, learning styles and accommodate differing abilities. Creativity, vocabulary, personal awareness, good manners, and general equity are integral components of a class within the Arts Education Department.

Attendance is mandatory for planning meetings, showcase participation and continuing education for this role.

## **Essential Responsibilities**

- Monitor actions and conversation to ensure positive verbal/nonverbal communication
- Assist and support children in program activities
- Engage in activities with participants
- Observe and Evaluate student's progress in classes
- Attend trainings and team meetings
- Lead activities that are developmentally appropriate, when needed
- Support program space for daily service, including cleaning, reception, student transportation and other tasks as needed

## **Requirements**

- Valid state identification
- High school diploma or equivalent valid in the United States
- Minimum of 2 years work experience

## **Qualifications**

- Must be patient
- Must enjoy teaching children
- Must complete background check (2 weeks to complete)
- Must complete a Medical inventory (2 weeks to complete)
- Must complete Basic Health and Safety training (45 days to complete)
- Must complete Americans with Disabilities training (45 days to complete)
- Must complete Human Resources paperwork prior to first day

## **Preferred**

- 45-hour certificate of school-aged or education and curriculum training
- Associate Degree with an education emphasis, OR equivalent area of study
- 3+ years of experience or performing arts training.
- 3+ years of experience working with children preferred.

## **Physical Demands:**

- Able to lift 30 pounds
- Able to stand 90% of the work day
- Able to perform all activities children perform; run, jump, dance
- Able to rise quickly from a sitting position
- Able to sit on floor

**Pay:** \$12.00-\$16.00 per hour

**Schedule:** Part Time for 12 months up to 25 hours per week; Monday-Friday 1pm-6pm

**Program location:** Joe's Movement Emporium, 3309 Bunker Hill Road, Mount Rainier, MD, 20712

**Submit resume and cover letter to:** [Jessica@joesmovement.org](mailto:Jessica@joesmovement.org)

**A professional and personal references will be requested with job offer**

**For more information:** Call 301-699-1819