



PAGE Early Childhood Program Instructor

Bethesda area-based arts organization seeks a part-time Instructor for PAGE Early Childhood Programs. We are looking for an experienced educator to lead parent/child programs for the school year, September 2019 through May 2020.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.

This position reports to the PAGE Program Coordinator and the Education Program Manager. Office location: Arcade Building, 7300 MacArthur Blvd. Glen Echo, MD.

Key Responsibilities – Lead Instructor:

Create and implement an early childhood arts curriculum for PAGE classes for students ages 1-4 with parent or caregiver.

Program Management & Instruction:

- Work with Education Program Manager, Program Coordinator and program partners to develop a cohesive early childhood arts curriculum.
- Programs are presented weekday mornings from 9:30am to 12pm, September 2019 to May 2020; *Camp programs may be added through early June subject to the same terms.
- Implement daily structure and curriculum, including facilitating visits to resident artist studios and programs, incorporating Glen Echo Park's unique campus into the learning experience.
- Devise and teach preschool readiness skills and visual arts content as part of the overall curriculum.
- Support program visits with additional gathering activities each day; provide detailed instruction for those activities.
- Provide knowledgeable instruction and manage daily set up and clean-up of classroom.
- Supervise volunteer support as needed.
- Maintain class roster of students and administrative record-keeping.
- Coordinate and purchase program supplies within an established budget.

General Expectations:

- Be on-time and consistent in reporting to work during hours listed below
- Conduct yourself professionally and courteously at all times
- Act as an excellent representative of the Partnership

Hours/Job Classification:

- Program hours are Monday through Friday, 9:30am to 12pm with additional time daily for set-up and clean-up of shared classroom space.
- The position requires a commitment for one or two mornings per week.
- Accordingly, the position is classified as part-time.

Physical and other requirements:

Must be able to provide own transportation, including during hours when public transportation is not operating; lift and move up to 25 pounds and walk throughout the Park for program support.

Candidate Requirements:

- Must be 18 or older and a fluent English speaker, capable of engaging students and participants.
- Applicants must have a B.A. in visual arts or education and a minimum of two years teaching experience with ages 1-5. Additional years of teaching or related experience may be substituted for the B.A. requirement.
- Degree in Early Childhood Education or Early Elementary Education preferred.
- Ability to work independently; including excellent organizational and communication skills.
- Ability to supervise up to 10 children at one time (with parent support).
- Upon hire, the Instructor will be fingerprinted and undergo a background check.

To Apply: With "PAGE Early Childhood Program Instructor" in the subject line, please send resume and cover letter to: gepjobs@yahoo.com. By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.