



**FOUNDATION**

*Promoting Lifelong Fun Adventures for  
the Developmentally Disabled Since 1968*

## Instructor- (Pre-Vocational Skills):

**JOB TITLE: Instructor**  
**DEPARTMENT: Employment Services**  
**REPORTS TO: Director of Employment Services**  
**FLSA STATUS: Non-exempt**  
**EEO Classification 09**  
**Safety Sensitive Position**

### SUMMARY:

As a Pre-Voc Instructor at Civitan, you will provide employment preparation to people with disabilities in both a facility and community-based setting. Instructors will ensure members take full advantage of our employment readiness curriculum and all additional employment preparation activities. Those in this role who are flexible, creative and energetic will thrive in this role!

### ESSENTIAL ROLES AND RESPONSIBILITIES:

#### **Instructor Roles**

- Instruct students individually and in groups, using various teaching methods such as community experiences, lectures, discussions, and demonstrations
- Establish clear learning outcomes for all lessons, units, and projects, and communicate those outcomes to members/students
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students/members with opportunities to observe, question, and investigate
- Adapt teaching methods and instructional materials to meet students'/members' varying needs and interests
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations
- May provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities
- Other duties as assigned

#### **General Operations**

- Observe and evaluate students' performance, behavior, social development, and physical health
- Prepare objectives and outlines for courses of study, following Civitan's approved curriculum
- Prepare, administer, and grade tests and assignments to evaluate students' progress

#### **Administration Functions**

- Maintain accurate and complete student records as required by organizational/funder policies
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies
- Prepare materials and classrooms for class activities
- Prepare reports on students and activities as required by administration

### DESIRED QUALIFICATIONS AND SKILLS:

- Must be at least 18 year of age
- 2-3 years demonstrated experience working with adults with disabilities in either a transition/work readiness class/program and/or equivalent
- Bachelor's preferred, high school degree or equivalent level of education required
- Must be able to assist members which involves physical activities, including but not limited to, kneeling, reaching, stretching, bending, etc., and the use of household cleaning products

- Organized in order to manage multiple projects simultaneously
- Team player who will collaborate with existing staff
- Valid Level One Fingerprint Clearance Card
- Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check
- Required to pass a pre-employment drug screening
- This position will require you to sit/stand for extended periods of time and be able to lift up to 50 lbs

**ADDITIONAL INFORMATION:**

If you understand what it takes to introduce and educate adults to the world of work, then we should be your next step! Interested and qualified candidates must submit a cover letter-highlighting qualifications and relevant experiences in relation to this position. Submit cover letter and resume via email to Kimberly Jensen Columbia at: [KJensenColumbia@campcivitan.org](mailto:KJensenColumbia@campcivitan.org), of phone (602-953-2944)

Please Visit [www.civitanfoundationaz.org](http://www.civitanfoundationaz.org) to learn more about the Civitan Foundation, Inc.