



Hiring Immediately!

Join Civitan Foundation, Inc. as a **Media Instructor** and make a difference in the lives of individuals with disabilities. It is more than just a job. It is an experience that will change your life, and the lives of those you serve. If you are looking for fulfilling, meaningful work, and have a passion for helping people, we would love to welcome you to our team!

We are looking for people with:

- High energy and a desire to help people with special needs.
- An understanding of the challenges individuals with disabilities face.
- Good communication and interpersonal skills.
- Flexibility and the ability to work effectively with others.

About us:

Why you should consider working with Civitan Foundation, Inc.:

- Competitive Pay Rates
- Medical, Vision, Dental and Life Insurance Benefits
- 401k for Full/Part-Time Employees with Immediate Employer Match
- Sick Leave
- Wellness Program
- Referral Program
- Training Provided for Free
- Free Lunch Fridays

Position Summary: The Media Department at Civitan's Village is an immersive and all-encompassing program that delves into all forms of Media Arts and Technology including but not limited to: Basic Computer and Typing Skills, Photography, Graphic Design, Video Production, Podcast Production, Technology, and Internet and Social Media Safety. Under the general direction and supervision of the DTA Program Manager, the Media Instructor is responsible for the coordination and implementation of the Media program's daily operations at Civitan's Village.

General Duties & Responsibilities:

- Develops a media curriculum that teaches members skills in a variety of areas including but not limited to audio, video, photography, graphic design, and basic computer programs and hardware.
- Demonstrates mastery of subject matter, instructional skills, and resource materials for curriculum taught.
- Creates and implements weekly lesson plans.

- Employs a variety of teaching strategies and adapts lessons to meet the individual needs and learning styles of class members.
- Teaches and emphasizes internet and social media safety.
- Utilizes available technology and instructional media to enhance member learning experiences.
- Identifies and applies adaptive technologies that meet member needs and enhance program objectives.
- Maintains a safe, organized classroom, which supports member learning and promotes individual choice, freedom, and personal responsibility.
- Fosters a learning environment that encourages lifelong learning.
- Acts as an appropriate role model and supports people in using appropriate language, dress, manners, and respect.
- Collaborates with other Village Specials Instructors.
- Strictly adheres to the Civitan confidentiality policy and all state and federal laws.
- Performs other related job duties as required and assigned.

Preferred:

- Associate of Arts Degree or equivalent experience.
- Experience working with individuals with intellectual and developmental disabilities.
- Experience with audio, video, photography, graphic design, and other media forms.
- Proficient with Microsoft, Apple, and Adobe Creative applications.
- Highly motivated and a self-starter.
- A willingness to explore and learn new programs and enhance skill sets, sometimes alongside or while teaching members.
- Ability to think creatively and out of the box.
- Good organization skills and attention to detail.
- Strong written and verbal communication skills.
- Excellent time and project management skills.

Requirements:

- Must be at least 18 years of age (licensing requirement), or 21 years of age to drive Civitan vehicles.
- Must be fully ambulatory and able to lift members (a minimum of 50 pounds.)
- Must be able to pass a criminal/background check and fingerprint clearance.

When you join the Civitan team, you join a family—one that will love, support, and encourage you throughout your employment and beyond!

Submit Resume or Application to Jobs@CampCivitan.org

We are an equal opportunity employer. Civitan is a drug-free agency.