



Hiring Immediately!

Join Civitan Foundation, Inc. as a **Pre-Employment Transition Services (Pre-ETS) 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!

Role and Responsibilities:

Provide a comprehensive spectrum of Pre-Employment Transition Services to students with one or more disabilities ages 14-22 who are enrolled in a secondary, postsecondary, or other recognized educational program, including vocational training with Workshop-based trainings

- Primary role is to assist in the enrollment process, implement workshops, and follow through with post-workshop process
- Ensure scheduled workshops are prepared and completed
- Follow up with students who enroll but do not complete classes
- Communicate with parents, Civitan's Pre-Employment Coordinators, and other student team members as necessary to ensure quality and holistic care
- Teach Monthly workshops
- Prepare lesson plans with Civitan's curriculum

Qualifications & Requirements:

Qualifications - Training and work experience in the following areas:

- Disability Awareness
- Experience working with a variety of barriers that may prevent a person from entering or succeeding in the workplace
- Strategies for achieving successful long-term employment for individuals with disabilities
- Work readiness and employments skills

Education Requirements

- High School diploma or GED and documentation of seven (7) years of full-time employment in working with individuals with disabilities; or
- Bachelor's degree in related field and documentation of three (3) years of full-time employment in working with individuals with disabilities; or
- Master's degree in related field and documentation of one (1) year of full-time employment working with individuals with disabilities.

General 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.

Preferred Skills:

- 2+ years of experience working with the DD/ID population
- 1+ years of classroom experience
- Excellent public speaking skills
- Ability to multi-task and work on multiple projects at once
- Thrive in a fast-paced work environment
- Self-starter

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.