

# volunteer services position description

## YWCA St. Paul Outreach Program (Jackson Elementary)

### Internship/Volunteer Job Descriptions

**Training Dates:** September 16<sup>th</sup> – 27<sup>th</sup>, 2013 (Tentative)

**Program Start Date:** September 30<sup>th</sup>, 2013

**Commitment Time:** 1-4 days per week. Monday – Thursday, 2:35 pm – 5:15 pm daily. The two sessions run from October – December & January – May.

The YWCA St. Paul is looking for volunteers/interns that are interested in educating youth on a variety of topics. These volunteers/interns would be working in one of the specialized areas below that they have some knowledge of and is able to educate the youth on the topic. These volunteers/interns will be working at Jackson Elementary. If you have any interest or would like to know some more information please use the information at the bottom of the page to contact the Volunteer Coordinator.

#### **Dance Instructor**

Assist students in learning specific techniques required to improve the students' dance skills. Includes skills of leg and arm extensions and positions, toe pointing, spinning, jumping and proper foot movements. Genre of dances requested: Hip Hop/Ballet/Jazz

#### **Visual Arts Instructor**

Supervise and assist students, encourage creativity, and teach technique in a variety of mediums. Specialize in art mediums such as paint, pencil, charcoal, pastels, drawing, ceramics and photography.

#### **Yoga Instructor**

Help to guide students in yoga through a variety of postures and breathing exercises. Instructors provide hands-on direction to make sure students are performing movements properly and applying the breathing techniques.

#### **Group Fitness Instructor**

Choreographs classes and set the routines to music. Create challenging routines that motivate their students, while ensuring that the level of difficulty is not too intense for their class. Carefully monitor their students, correcting their form if necessary to avoid injury.

#### **Cheerleading Instructor**

Ability to teach jumps, motions and proper cheer/tumble technique. Knowledge/ability to properly spot simple stunting and tumbling.

### **Group Sports Instructors**

Explain the rules and fundamentals of particular sports such as tennis, skiing, archery, and shooting and demonstrate the skills necessary for participation.

### **Martial Arts Instructor**

Build self-esteem, character, and physical fitness through their mastery of Marital Arts. Must have background experience in the specific area of martial arts.

### **Cooking Instructor**

Plans recipes, shops for groceries, gathers materials and cooking apparatus, implements cooking classes, and adheres to safety procedures.

### **Music Instructor**

Helps understand the basic principles of music, such as melody, beat and tempo. Simple instruments like bongos, maracas and tambourines are introduced and used during songs.

### **Spoken Word Instructor**

Spoken Word focuses on the development and delivery of artistic, descriptive, and thoughtful word performance. Students utilize rhyme, rhythm, and repetition to create their own work and develop theatre skills to perform it. Written compositions are practiced orally in preparation for performances throughout the year.

### **African Drumming Instructor**

Instructors will teach basic hand drumming techniques and exploring the concepts of rhythm. Helps to develop skills in teamwork, playing music, improvising within a structure, building a community, and expressing oneself. Assist in creation of "original arrangements" of traditional rhythms for ensemble performances and recitals.

### **Outdoor Adventures Instructor**

Supervising/facilitating a large variety of outdoor activities, including but not limited to: ice and regular fishing, camping, challenge course, rock climbing, canoeing, kayaking, and expeditions! Programming helps build teamwork skills, strengthen communication, deepen interpersonal responsibility, compassion, and heighten sensitivity to the natural environment.

### **Technology/Graphic Design Instructor**

Foster creativity while providing hands-on instruction in art and graphic design using traditional drawing techniques and the industry's popular software, audiovisual materials and books

### **Photography Instructor**

Teach students how to produce quality photographs through the proper use of equipment and film development techniques/proper printing of quality photographs.

### **Chess Instructor**

Qualified candidates must have an advanced understanding of the game of chess as well as strong classroom management. Prior classroom experience and demonstrated track record of propelling students' understanding and love of chess requested.

### **Cultural Explorations Instructor**

Provide hands-on experience as students engage in rich, cultural experiences while developing a greater appreciation of the cultural heritage. Cultures/ethnicities to be determined based on instructors expertise.

### **Science Instructor**

Helping students learn about biology, physics, chemistry, astronomy, marine science and other investigatory courses through hands-on activities, lab experiments, computer, field trips, mixed media materials and other resources.

### **Creative Engineering Instructor**

Instructors will provide the students with hands-on projects (using mostly recycled materials), to help them gain the confidence and know-how to tackle all kinds of "do-it-yourself" tasks.

### **Theater/Drama Instructor**

Helping students read plays with feeling, and understand the theater genre. Additionally, drama instructors will manage creation of sets, props and costumes, producing short plays to perform for program & parents.

### **Book Club Instructor**

Leader will prepare a discussion guide each month for each book for one year—including the pre/during/post reading comprehension questions, games and other activities that may be involved in reading the specific materials chosen. Fun and engaging for the students.

### **Math Club Instructor**

Instructor will be highly knowledgeable in math skills (grades K-5 skill level) and will provide a variety of games and resources to improve on their skills and challenge the students beyond their current skill level.

### **Creative Writing/Journalism Instructor**

Teach topics in communications, such as organizational communications, public relations, radio/television broadcasting, and journalism.

### **Sewing Instructor (or other “handiwork”—crochet, knit, cross stitch, etc.)**

Instructors will teach students how to cut, sew, trim and stitch clothes, shoes and other tailored products. Additionally, they will instruct on how to inspect finished product and do finishing touches.

### **Girl Scout Leader**

Troop leader’s help girls become confident leaders who discover, connect, and take action in their community. They sharing their knowledge, experience and skills while developing skills for personal and professional growth. Highly supported by GS organization through training and learning opportunities, extensive resources and materials and connections with other leaders through events, meetings and activities. Volunteers receive ongoing support, guidance, evaluation and recognition of efforts.

### **Youth Empowerment/Leadership Skills/Peer Mentors**

Facilitating a leadership program that builds character, strengthens decision making and reinforces the value of community service. Helping to guide students to the skills needed to become model citizens dedicated to serving their schools, their families, and their communities.

### **Junior Achievement**

Foster work-readiness, entrepreneurship and financial literacy skills, and use experiential learning to inspire students to dream big and reach their goals. We need your enthusiasm, life experience, and a willingness to teach children about how you took chances and shot for the stars. Junior Achievement provides the training, curriculum, and a classroom ready to meet you.

Please contact the Volunteer Coordinator at the YWCA St. Paul for more information or refer to our website <http://www.ywcaofstpaul.org/> for an application. All applications can be submitted to email, fax, or dropped off at the agency.

**Volunteer Coordinator, YWCA St. Paul**  
**375 Selby Avenue**  
**St. Paul, MN 55102**

**fax: (651) 222-6307**  
**email: [hr@ywcaofstpaul.org](mailto:hr@ywcaofstpaul.org)**  
**phone: (651) 222-3741**