

**Position Title: Education Instructor**

The educational outreach instructor prepares and delivers parent education programming to include workshops, classes, and other future parenting programming—all while building relationships with the participants to ensure active engagement.

Reports To: Director of Education**Hours: Part time, 12-15 hours per week including daytime and evening hours****Travel**

Some travel is required between office locations. Mileage will be paid when traveling outside of the home office area located in Kalamazoo.

Responsibilities

- Prepare materials and classroom for educational programming
- Complete attendance and participation records
- Deliver program assessment questions
- Administer quality assessment survey and partner with director to review quality of programming
- Build relationship and connection with clients through various activities
- Access class participation and content to provide updates and feedback to Education Director for improvements
- Assist in promoting and representing Alternatives education opportunities to community leaders

Qualifications

- Preferred candidates will have a background in education, family studies, child and adolescent development, or related field.
- Parenting experience is a plus.
- Strong organizational skills.
- Comfortable with public speaking and teaching.
- Ability to navigate technology for both in-person and virtual instruction.
- Desktop publishing skills and computer skills including but not limited to Microsoft Office and Excel.
- Regular attendance, which may include membership, at a Bible-based church.
- In full agreement with Alternatives Statements of Mission, Faith, Principle and Values.
- Interpersonal, problem resolution and communication skills.
- Organized and able to work without direct supervision.
- College degree or equivalent experience in related field.
- Previous experience with a Christian Non-profit organization a plus.