

## **JOB DESCRIPTION: COURSE INSTRUCTOR**

Course Instructors are qualified volunteers who individually or as a team teach the JfL course curriculum. Instructors are individuals who have a heart for God's Word and for people in need. They are effective communicators who possess interpersonal skills that actively engage class participants in a manner that helps them transition training from "theory" to real life application. JfL classes have been taught by pastors, laymen, business people, community leaders and other volunteers

### **Primary Responsibility**

- Teach and facilitate the Jobs for Life Curriculum in a caring, creative approach to set the stage for learning.
- Create an atmosphere for student interaction and participation
- Consistently role model what is expected of students
- Works with Small Group Discussion Leaders and Job Coaches to ensure that students are learning and applying JfL principles
- Help every student move closer to JfL Graduation.

**Reports to:** Site Leader

**Works closely with:** All Leadership Team members, Prayer Leader, Job Coaches/Champions and JfL Volunteers.

**Commitment:** Estimated time per class: 2 to 4 hours  
Attend Instructor orientations and scheduled meetings.  
Are committed to being prepared for each class.

### **Duties and Responsibilities**

- Develop class logistics
- Review training timelines and training materials 1 week prior to class
- Maintain a sense of consistency and connection from class to class.
- Submit Student updates on *Confidential Student Progress Report*

### **Skills/Temperament**

Self Starter	
Excellent communication and presentation skills	
Ability to work independently	
Effective organization and planning skills	
Demonstrates Perseverance	Models Integrity
Tolerant	Patient
Good Discernment	Dependable
Trustworthy	Compassionate
Sensitive to Problems/Needs of the Poor	

Directors report/curriculum/course instructor

Emotionally and Spiritually Mature

**Helpful Experience would include:**

Teaching skills

Sunday school teacher

Work demonstration or in-service training experience

Public speaking

Group discussion leader

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