

Union Gospel Mission of Salem Job Description

POSITION TITLE: Learning Center Instructor
MINISTRY DEPARTMENT: Simonka Place (500)
REPORTS TO: Director of Women's Ministries
FLSA STATUS: Non-Exempt
LOCATION: Simonka Place 5119 River Rd. N Keizer, OR 97303
STATUS: Full-time; various shifts may include evenings and/or weekends

Job Summary:

Provide individual and group academic instruction, counseling and tutoring for program students and guests. Supervise and train volunteers in the Learning Center. Under the direction of the Director of Women's Ministries, help maintain the educational curriculum of UGM Learning Centers for men and women enrolled in their respective New Life Program.

Essential Job Duties:

1. Counsels, instructs, and teaches program participants and/or guests in general education subjects.
 - a. Develop individual academic goals for each program student.
 - b. Actively engage program students in the Learning Center.
 - c. Tutor individual students needing extra attention.
 - d. Assist guests as needed in academic enhancement.
 - e. Keep abreast of resources available to enhance the Learning Center objectives.
2. Advises program staff of student deficiencies.
3. Maintains student academic records and attendance records.
4. Maintains order and discipline while Learning Center is in operation.
5. Reports weekly attendance to Simonka Place Director. Provides awards for student progress. Helps maintain UGM Bible Library.
6. Maintain a positive, encouraging Christian work atmosphere by demonstrating appropriate Customer Service C.A.R.E. standards.
 - A. **Committed** – Performs job with integrity – respects and honors others
 - B. **Attentive** – Models honesty and courtesy to all. Good listener.
 - C. **Responsive** – Takes responsibility for quality results. Serves effectively.
 - D. **Excellent** – Seeks to improve performance while providing excellent service.
7. Insures all equipment assigned to Learning Center is in good repair.
8. Maintains computer maintenance records. Notifies Simonka Place Director of computer problems immediately.
9. Coordinates GED Preparation and testing with Men's Mission Learning Center.
10. Assist with job readiness training as appropriate.

Knowledge, Skills, Abilities:

1. Excellent administrative, organizational, and interpersonal skills required.
2. Excellent written communication skills.
3. Proficient computer skills and computer teaching skills.
4. Must agree with Union Gospel Mission of Salem's Statement of Faith and Standards of Conduct.

Education: BA/BS degree (preferably in education or related field) or equivalent years of experience required.

Experience: Minimum 5 years training, teaching, or tutoring experience in general education subjects.

