**Women’s Empowerment Program**

**SEWING INSTRUCTOR**

| Exempt: | No | Salary Level: | $14/hour |
| Reports to: | Women’s Empowerment Coordinator | Division: | Refugee Resettlement PHX |
| Supervisory: | No | Program: | Women’s Empowerment |
| Location: | Phoenix, AZ | Position Type: | Part time |
| Date: | November 2021 |

**General Description:**

**Essential Duties and Responsibilities include the following:**

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| **50** | **Teach Sewing Class:** Oversee and lead sewing classes with refugee women, encouraging women to realize their value and self-confidence through skill development  
1. Exhibit cultural competency while working with women from various backgrounds, cultures, and English levels  
2. Provide instruction to individuals or groups of students, including evaluation and guiding of student progress  
3. Be flexible and adaptable to student’s individual needs and the fluctuating classroom environment. Class format may include a mix of virtual and in-person components.  
4. Utilize technology platforms like WhatsApp and Zoom to communicate with students virtually as needed.  
5. Troubleshoot group and individual issues that arise including but not limited to: mechanical issues with the sewing machines, difficulty with a pattern, and mistakes while following pattern  
6. Emphasize the importance of safety while using all machines and tools in the classroom |
| **10** | **Class Preparation**  
1. Come to class prepared to instruct and guide 8-15 women in a sewing classroom  
2. Research and prepare new project patterns to diversify stock upon approval by the Women’s Empowerment Coordinator  
3. Maintain a clean and organized workspace before, throughout, and after class |
| **10** | **Guide Sewing Volunteers:** The Sewing Instructor will guide the sewing volunteers in the day-to-day classroom operations and act as a liaison between sewing volunteers and Women’s Empowerment Coordinator |
| **10** | **Special Events:** Attend 1-3 sales events per quarter to sell merchandise made in the sewing class. Be prepared to educate clientele about the Women’s Empowerment Program. |
| **5** | Participate in performance-related goal setting, program outputs or measures in order to achieve program objectives therefore ensuring cultural and social |
Qualification Requirements:
To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience, Ability:
High school diploma or equivalent combination of education and experience. Bachelor’s degree is desirable. Professional teaching or tutoring experience. At least two years of experience and/or education in skill area being taught. Ability to effectively present and represent LSS-SW and the Division’s needs to religious and community groups as well as others in the social services community. Ability to act calmly and professionally in demanding situations. Familiarity with Zoom, Microsoft Outlook, and WhatsApp preferred. Fingerprint clearance card required.

Language Skills:
Individual must have the ability to speak, read and write English. Ability to listen and perceive needs, working with people from diverse backgrounds non-judgmentally. Bilingual preferred.

Mathematical Skills:
Ability to accurately carry out basic math and calculations.

Reasoning Ability:
Ability to define problems, collect data, evaluate information, draw conclusions, and take appropriate action based on this information. Ability and confidence to make decisions when appropriate and when to solicit guidance.

Physical Demands/Work Environment
The physical demands and work environment characteristics here are representative of those that needed by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to sit or stand for long periods. The employee frequently is required to use hands to hold objects and operate office and sewing equipment.

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- The employee is required to be able to listen and communicate effectively.
- The employee may be required to occasionally lift and/or move up to 30 pounds.
- The noise level in the work environment varies with the activity level of the facility.
- Maintain valid AZ Driver License and reliable transportation.
- Ability to work within mission of LSS-SW.

I have read and understand this document. I have had an opportunity to discuss this document with my supervisor.

_________________________________________________________________________

Employee Signature                               Date

_________________________________________________________________________

Employee Print Name

_________________________________________________________________________

Supervisor Signature                              Date

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