Youth Programs and PreCollege Outreach
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Youth Programs Instructor Job Description

Requirements:
- Must possess a bachelor’s degree, or be a graduate student, faculty member, or professional specialist in the field, or have equivalent experience.
- Submit an application/proposal to the Youth Programs (YP) Assistant Director which stresses hands-on active learning, explains the “career awareness” component, and identifies your expertise in the area.

As an instructor you must:
- Participate in instructor meetings and training sessions.
- Work closely with the Youth Programs assistant director to understand the process of program planning.
- Develop an itinerary that involves hands-on/minds-on learning.
- Plan and manage the exploration instructional budget.
- Instruct session in a student-centered environment while ensuring participant safety and well-being.
- Submit all paperwork in a timely fashion (payroll forms, itinerary, budget, supply requests, and incident/injury reports).
- Read, review, and follow guidelines outlined in the Instructor Handbook.
- Enjoy working with students who are excited and interested in learning.
- Maintain a positive work atmosphere by behaving and communicating in a manner that is successful in getting along with students, staff, parents, and the public.

Miscellaneous Notes:
- Salary varies by program (for example, remuneration for one week, approximately 40 hours, of Summer Youth Programs instruction is $650).
- If enrollment in the exploration exceeds 10 students, funds are available to hire a teaching assistant of your choice. $300 is covered by YP if enrollment is 11+ participants. Less than 11 enrolled, if you still want a TA, TA salary comes from your instructional budget allowance, unless extra supervision is needed for class safety.
- You will have a limited instructional budget for travel and supplies. Details will be provided with instructor training.
- Class sizes vary, with a minimum enrollment of 8 to 10 students preferred, and generally a maximum of 20 students (approximately a 10-1 student-to-teacher ratio maintained).
- Desired: Possess a current, valid drivers license with fewer than 6 points against it (Michigan equivalent).
- Complete the 90-minute Van Safety On-line test. You will not be permitted to drive Michigan Tech vans if you have not completed this test. Please call our office before and after you complete the test in order to obtain the necessary account information.

* Occasionally, courses do not draw the minimum of students. If this occurs, it is possible that the course may be dropped. Please speak to the Youth Programs Assistant Director for details.

For more information see the Expectations for All Instructors/Teaching Staff.