



Community Center of La Cañada Flintridge – Youth Ceramics Studio Coordinator

Part-time non-exempt hourly position 15-25 hours/week Reports to: Ceramics Studio Director

Salary and benefits: \$22-24/hour; PTO; employee discount; use of ceramics facilities.

The Community Center of La Cañada Flintridge (CCLCF) is a nonprofit 501(3)(c) organization with a successful community-focused ceramic studio, originally established in 1968. We are seeking a Youth Ceramics Instructor to help develop our Youth Ceramics Program and teach all skill levels of children and teens. This position contributes to the overall operation of the studio by performing basic maintenance, loading and unloading kilns, recycling clay, and a variety of duties contributing to a clean and safe studio. This position will report to the Ceramics Studio Director and work closely with Ceramic Studio Coordinators and Instructors. Salary based on experience.

Key Responsibilities:

- Curriculum Development:
 - Design and develop age-appropriate lesson plans for youth ceramics classes.
 - Create engaging projects and activities that foster creativity and artistic expression.
 - Tailor lesson plans to meet the needs and skill levels of different age groups.
- Instruction and Demonstration:
 - Teach students various ceramic techniques, including hand-building, wheel throwing, and glazing.
 - Demonstrate proper ceramic techniques and guide students in their practical application.
 - Provide constructive feedback and encouragement to students to help them improve their skills.
- Classroom Management:
 - Maintain a safe and organized working environment for students.
 - Enforce safety rules and procedures related to the handling of ceramics materials and tools.
 - Manage student behavior and ensure a positive and respectful classroom atmosphere.
- Individualized Instruction:
 - Assess and identify the individual needs and abilities of students.
 - Provide individualized instruction and support to help students achieve their artistic goals.
 - Offer guidance and suggestions for further exploration and improvement.
- Material and Equipment Management:
 - Manage and maintain an inventory of ceramics materials, tools, and equipment.
 - Order and restock supplies as necessary, ensuring the availability of resources for classes.
 - Ensure the proper use, cleaning, and storage of ceramics equipment and tools.
- Communication and Collaboration:
 - Communicate with parents or guardians to provide updates on students' progress and address any concerns.
 - Collaborate with other instructors and staff members to coordinate events, exhibitions, and showcases.
 - Participate in staff meetings, training sessions, and professional development activities.

Required Qualifications

- 2+ years of experience teaching youth ceramics
- 5+ years of training or equivalent experience in ceramic art practice, both hand building and wheel throwing
- Familiar with cone 10 stoneware and porcelain
- Dependable and proactive mindset
- Must be able to work in a studio environment where physical activity is required
- Can be on their feet for extended periods and occasionally lift and move up to 25 lbs (one bag of clay).
- Availability to work evenings and weekends
- Possess the ability to learn new processes, set goals and prioritize tasks
- Acute attention to detail in a face-paced environment
- Team oriented and able to read, write, and communicate clearly
- Works well with limited supervision and has excellent organizational and time management skills
- Applicant must pass a background check including LiveScan fingerprinting

Preferred Qualifications

- 3+ years of training or equivalent experience in youth ceramic art practice, both hand building and wheel throwing
- Understanding of Gas and Electric Kilns, basic glaze chemistry, and clay bodies
- Program development experience

To apply, please submit a cover letter and resume to jobs@cclcf.org with “Youth Ceramics Studio Coordinator” in the subject line. No phone calls or walk-ins please.

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization in operation since 1949 and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, disability, national origin, protected veteran status or age.