



Youth Ceramics Instructor Aide

Part-time non-exempt hourly position 10-15 hours/week

Reports to: Ceramics Studio Director and Youth Ceramics Coordinator

Salary and benefits: \$18-\$20 / hour; paid sick leave; 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 part-time aide for the junior ceramics program. The prospective candidate will assist our instructor during youth and pre-school classes as well as contribute 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 Youth Ceramics Coordinator, the Ceramics Studio Director and work closely with Ceramic Studio Instructors. No ceramics experience is required, however, experience working with children ages 4-13 would be preferred.

Key Responsibilities:

- Assist in curriculum-based ceramics classes for children, focused on skill building, creativity, and technical proficiency in a fun and recreational environment.
- Assist the Youth Ceramics Coordinator with classes, clean-up and organization when needed.
- When needed, assist in the adult studio with ongoing tasks such as cookie making, clay recycling and organization.
- Track and organize jr. student work through greenware, bisque and glaze firing stages.
- Clear communication with parents regarding artwork pick-up.
- Operate and maintain a safe, inclusive, and cooperative studio environment
- Daily studio clean-up and organization.
- Assist in loading & unloading kilns, pugging & bagging recycled clay when needed, and studio cleaning.
- Assist in the inventory of supplies such as glaze, tools, brushes and clay.
- Communicate regularly with other Instructors, Studio Coordinators, and the Ceramics Studio Director regarding studio operations, planning, and other issues.
- Provide prompt responses to the Program Director regarding class information for the next sessions.
- Attend staff meetings.

Required Qualifications

- 1+ years of experience teaching children ages 4-13.
- Dependable and proactive mindset.
- Must be able to work in a studio environment where physical activity is required.
- Can stand for extended periods and occasionally lift and move up to 25 lbs (one bag of clay).
- Availability to work weekday afternoons.
- 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

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

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

The Community Center of La Canada 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.