

SESC Job Posting
Job Description

POSITION: Afterschool Community Hobby Class Program Administrator

REPORTS TO: CTE Director/Superintendent/SESC Chief

CLASSIFICATION: Professional

EMPLOYMENT TERM: 6 hours per week (4 hours of instruction and 2 hours of planning)- 2 evenings per week; for the maximum of 6 weeks.

COMPENSATION: \$40.00 per hour

EVALUATION: Performance of this job will be evaluated in accordance with this job description and And board policy on the evaluation of professional personnel.

Job Summary: The Hobby Class Facilitator supports and guides participants in a structured hobby or creative activity setting. Rather than serving as a primary instructor, the facilitator encourages participation, assists with activities, and helps maintain a positive, inclusive, and well-organized environment where individuals can explore and develop their skills.

Schedule: 2 Evenings per week
3 hours per session (6 hours/week total which includes planning)

Essential Duties and Responsibilities:

- Support the delivery of hobby sessions by assisting participants during activities
- Provide guidance and encouragement while allowing participants to explore independently
- Assist with demonstrations or instructions as needed under program guidelines
- Monitor participant engagement and offer help when challenges arise
- Ensure a safe, respectful, and inclusive environment for all participants
- Set up, organize, and clean up materials, tools, and workspace before and after sessions
- Maintain awareness of participant behavior and address minor issues appropriately
- Enforce safety procedures and proper use of tools and materials
- Manage time and assist in keeping activities on schedule
- Track attendance and communicate any concerns to program coordinators
- Serve as a point of contact for participant questions during sessions

Qualifications:

- Interest or basic experience in the relevant hobby or activity area
- Strong interpersonal and communication skills
- Ability to engage and support individuals in a group setting
- Good organizational and time-management skills
- Ability to follow instructions and work collaboratively with program staff
- Patience, flexibility, and a supportive attitude
- Reliable and punctual

Certification:

- Valid WV Administrative Certificate

SEND APPLICATIONS TO: jlbutcher@wvsec.org

DEADLINE TO APPLY: April 3, 2026 – or until filled