



SewingSpace Instructor

Location:
Lawrenceville, NJ

Position Type/Classification:
Part-Time

Reporting to:
Director of ArtSpace

Compensation:
\$22/hour

Organizational Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

HomeFront's therapeutic sewing programming helps build community, skills and self-esteem while enhancing the mental and emotional well-being of our clients. The SewingSpace Instructor is responsible for supporting the essential functions of HomeFront's therapeutic sewing program. This role focuses on teaching beginner and intermediate sewing classes, work with advanced sewers on product production, and collaboration and delegation with volunteers. The ideal candidate will have substantial knowledge of sewing skills and experience teaching and documenting curriculum, they will have prior experience with simple administrative tasks, experience delegating and working as a part of a team, as well as a commitment to serving vulnerable populations. A passion for creativity and a deep understanding of the transformative power of gaining sewing skills will be vital in inspiring participants to explore their potential. Lastly, they will have strong collaboration skills, will be highly motivated, and organized, ensuring their work inside this department is impactful and supportive of the HomeFront mission.

Essential Job Functions/Responsibilities

- Provide administrative support to program including, but not limited to, identifying needed supplies, gathering participant information, assistance with class registration, tracking program attendance, and other paperwork as needed.
- Use HomeFront issued technology to meet communication needs of role internally and externally.
- Maintain the sewing room by cleaning, organizing, and sorting materials.
- Prepare for classroom instruction and post-class cleanup of materials.
- Teach ongoing beginner and intermediate sewing classes.
- Work with advanced sewers to continue to produce offered products for sales events and develop new products ideas as needed.

- Develop clear instructions and patterns for new and existing sewing projects that can be shared with students.
- Assist in the planning and execution of program events.
- Coordinate sales of products, including listing, tracking and reporting sales
- Work alongside Director to develop career development opportunities for participants.
- Collaborate closely with Community Engagement department to manage and support volunteer involvement to bolster programming and support special events
- Maintain collaborative relationships with HomeFront departments and external resources to ensure coordination of services to meet participants' needs.
- Other related duties as assigned.

Required Experience and Education

- Experienced sewing skills
- Bilingual (English and Spanish) strongly preferred
- 2 years experience teaching skills in a class setting
- Strong verbal and written communication
- Intermediate computer skills
- Valid Driver's License
- High school diploma or GED

Preferred Experience and Education

- College degree in art, teaching or other related fields
- Knowledge of trauma informed care
- Experience supervising volunteers
- Experience with administrative tasks

Physical Demand

- This job operates in an office setting as well as in the field, using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

Schedule

- This is primarily a day time role, up to 25 hours/week. Days and hours may vary based on programming needs and scheduled special events.

Remote Work Eligibility

- Due the nature of the role it is considered on-site essential

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

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