**Interviews scheduled for:**

* Tuesday, May 30 and Thursday, June 2
* 2:30 pm – 3:30 pm

**Staff Vacancies:**

* Marketing / Sales Rep

**Role & Responsibilities**

* Services existing accounts, obtains space rentals for DBKS and participants for Summer Camp, as well as, establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors. Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Receptionist

**Role & Responsibilities**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions. Maintains security by following procedures; monitoring logbook.

**Teacher Vacancies:**

* EC Specialist
* Extended Day Instructor
* Dance Instructor (Camp / ZUMBA)

**Role & Responsibilities:**

* Assist FAELA Instructors as they lead groups of up to 24 students through curriculum-guided activities;
* Monitor students in the use of learning materials and equipment;
* Aid in Management of student behavior in the classroom by establishing and enforcing rules and procedures;
* Maintain discipline in accordance with the rules and disciplinary systems of FAELA;
* Encourage and monitor the progress of individual students and use information to adjust teaching strategies;
* Handle inquiries from parents regarding FAELA programs;
* Encourage students & parents to enroll students in future FAELA programs;
* Participate in periodic FAELA training & staff meetings as required

**Qualifications:**

* Criminal and Child Clearances must be current
* Desire to work with children
* Ability to establish and maintain cooperative and effective working relationships with others
* Ability to communicate effectively orally and in writing
* Proven ability to report to work on a regular and punctual basis