



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	WEDNESDAY ELEMENTARY CHOIR INSTRUCTOR
Reports to:	Randy Basinger, Wednesday Program Coordinator
Department:	K-8 Educational Program
Hours:	12:30-3:30 every Wednesday school is in session / plus performance opportunities
Exempt/Non-Exempt:	Non-Exempt
Salary:	Hourly
Benefits:	None, other than pre-tax tuition payroll deductions if desired
Position Category:	Instructor
Position Calendar:	School Calendar

Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshipping member of a Bible-believing Christ-centered church.
3. Committed to the mission of The Potter's House School.
4. Ability to relate to students, staff and constituents with understanding and warmth.

Primary Job Responsibilities:

1. Lead a Wednesday afternoon class.
2. Coordinating with the Fine Arts Director about multiple performance opportunities throughout the school year.
3. Provide a safe, nurturing environment, and instruction in a classroom setting.
4. Follow the instructions and guidelines of the Wednesday Program Coordinator.

All other responsibilities as assigned by the Wednesday Program Coordinator.

To apply, please send your letter of interest and completed [application](#) to: The Potter's House; Attn: Sandra Gardner; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or email noting the position in the subject line to sgardner@tphgr.org.