

**Financial Literacy Instructor**  
**Job Description**  
**Parker Street Ministries, Inc. (PSM)**

POSITION TITLE: Financial Literacy Instructor

REPORTS TO: Director of Education; Chief Operating Officer as current staff lead for Financial Capability

**Purpose of Position:**

We desire that our neighbors are financially healthy stewards and generous through dependence on God. The purpose of the Financial Literacy Instructor position is to work toward this vision by providing educational opportunities for all ages in a structured way by teaching and mentoring students and adults.

**Time Required:** Part-time, hourly position, approximately 7.5 hours per week during 32 weeks of the school year and approximately 14.5 hours per week for 8 weeks of summer. Rate is \$15 per hour.

**Job Responsibilities:**

1. Learn and align with PSM's core message, values, and annual action plan, allowing these essentials to inform all communications activities
2. Submit to program's methods, processes, and tools for accomplishing PSM's goals for Financial Capability for all ages
3. Teach provided curriculum
4. Prepare and plan for teaching
5. Evaluate progress toward goals
6. Provide a Christian example to the students
7. Work with volunteers to deliver specialized aspects of the program
8. Collaborate with the Director of Education regarding teaching strategies
9. Effective and regular communication with the Director of Education
10. Various other designated responsibilities that pertain to the particular age group
11. Ability to allow instruction to be shaped by the Gospel

**Job Requirements:**

1. Age
  - Over 18
2. Level of Education
  - Two years of college or more preferred
3. Work Experience
  - Minimum of two years related experience in teaching or group communications
4. Personal Gifts and Skills
  - A profession of faith in Jesus Christ
  - An ability to communicate expectations to students and volunteers
  - An ability to cooperate with fellow employees
  - Flexibility to adapt to new situations
  - Compassion toward student needs
  - Organization and time management skills
  - Proficiency in Microsoft Office Suite
  - Ability to hold in confidence information gained in the performance of duties and overheard in the office environment

**Working Conditions:**

1. The Financial Literacy Instructor position involves direct teaching hours and, also, planning, preparation, and record-keeping hours which are more flexible. Direct teaching hours are 3-6pm on most Fridays during the after-school program. Direct teaching hours are 1pm-3pm Mondays-Thursdays during the summer camp. In addition, planning and prep times are flexible, allowing 3 hours per week during the school year and 5 hours per week during summer camp.
2. Planning, organizing, and leading (or facilitating special speakers) monthly adult workshops and other financial literacy activities on one evening or a Saturday morning most months. Involves 5 hours (includes 1-1.5 hours of direct teaching).
3. In addition to the above – evaluating, records keeping, and training for up to 24 hours per year.

**Performance Criteria:**

The Director of Education and Financial Capability staff lead, based on this job description, will complete formal and informal reviews and observations of the Financial Literacy Instructor.

**Vacation/Benefits:**

Health Insurance for full-time employees alone is provided and paid for by Parker Street Ministries.

**Additional:**

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirement because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

**Next Steps:**

Please contact Business Operations & Finance Director Hannah Ferguson at [admin@psmlakeland.org](mailto:admin@psmlakeland.org) for an application.