



Chess Instructor

8 to 12 Hours/Weekly

\$20 to \$40 an hour depending on experience

Hours of Operation: M-Th from 4:00 pm to 6:00 pm

Thursday or Friday from 6:30 pm to 8:30 pm (flexible)

Job Description

Title: Chess Instructor

Summary:

Instructors will represent Henrico PAL by teaching the game of chess and working to develop soft skills with students as expressed in our mission statement. Candidates must be available to teach the game of chess at least twice a week during the After-School Program and serve on a rotation schedule for the Chess Club.

Qualifications:

Knowledge of the game of chess, possess a working knowledge of Microsoft office and usage of the internet, possess a high school diploma, valid VA driver's license, capable of passing a criminal background check and drug test, CPR certified and/or willingness to obtain CPR certification.

Essential Functions & Engagement:

- Must attend each class on time for the entire portion of the class whether it be 45 minutes, 1 hour, etc. depending on the agreement with the location and the supervisor.
- Must teach a lesson in relation to chess at the level student(s).
- Must take roll at the beginning of each class. In submitting said roll on the monthly basis either electronically or hard copy.
- Work under the supervision of the Program Director and Site Manager.
- Must communicate any questions or concerns to Henrico PAL Management.
- If the employee is unable to attend, communicate first with Henrico PAL to find a solution for additional days to supplement absence.
- Must be able to take charge and direct children in case of an emergency.
- This is a part time position at this time and qualifies for no benefits.

Preferred Skills:

- Teaching elementary and middle-school aged students
- Time management - including but not limited to the ability to show up on time and communicate with Henrico PAL Management if there are any complications or expected lateness.

**Cover Letter and Resume must be mailed and postmarked by Monday, September 23, 2019
to:**

**Henrico Police Athletic League, Inc.
8655 Staples Mill Rd
Henrico, VA 23228
Attn: Chess Instructor Applicant**

The Henrico Police Athletic League is a Nonprofit Equal Opportunity Employer