Job Description

POSITION:  Qigong Teacher - Community Outreach
SUPERVISOR(S):  Director of Community Relations, Sarah Bentley (sbentley@aoma.edu)
SUPERVISES:  N/A

GENERAL DESCRIPTION:
- Part-time position (approximately 3 hours per week) responsible for teaching Sheng Zhen Healing Qigong Parts 1 & 2 and Awakening the Soul Qigong at Seton McCarthy Community clinic.

DUTIES:
- Teaches Qigong at Seton McCarthy; Fridays 9-10am (travel time, prep/admin time, and student communication time may be counted towards 2 hours of work per week).
- Takes roll and keeps track of students
- Submits invoice to Seton monthly in a timely manner.

MINIMUM REQUIREMENTS:
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Knowledge of the qigong forms being taught
- Computer proficiency, including Microsoft Office programs and Outlook
- Communication skills

PREFERRED QUALIFICATIONS:
- Certified Qigong teacher or desire to pursue qigong teacher certification.

PHYSICAL REQUIREMENTS
- Travel as necessary
- Walking, stooping, kneeling, crouching, reaching and twisting as needed
- Occasionally moves/transport, lifts up to 25 pounds
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

1/20/2012