

**BOYS & GIRLS CLUBS OF CENTRAL MINNESOTA**  
**Position Description**

<b>Job Title</b>	Fashion & Sewing Mentor
<b>Department</b>	Program
<b>Reports To</b>	Unit Director
<b>FLSA Status</b>	Non-Exempt
<b>Work Schedule</b>	Part-time 20 hours per week Flexible schedule three days per week during Club operating hours (Monday through Friday, 1 - 9 p.m. during school year & noon – 6 p.m. during summer)

**Job Description Summary:**

Under general supervision of the Unit Director, the Fashion & Sewing Mentor will design and implement a rich program focused on youth-designed fashion and costuming, technical illustration, draping, pattern-making, construction, sewing and computer-aided design. Programming must incorporate youth voice, hold youth to high expectations, provide hands-on skill building with current, professional technology, engage key stakeholders and culminate with high-profile public events.

**Essential Duties and Responsibilities:**

**Provide arts instruction to youth ages 10 and up**

- Establish and maintain, in collaboration with youth, an environment of physical and emotional safety based on respect at all levels.
- Implement fashion design programming through the 10 Success Principles maintaining the integrity of each Principle as detailed in the *Something to Say* research report.
- Provide hands-on, experiential learning through fashion design based upon results of Club implemented youth surveys and focus groups.
- Lead 6-week arts programming blocks throughout the year: Two in the fall semester, two in the spring semester, and two-week camps in the summer. Each program session should consist of skill development classes at least twice a week for two hours and at least one 3-hour open studio time.
- In collaboration with youth artists and supported by other Club staff, organize and implement at least three high profile public culminating events for programs.
- Adhere to all requested program evaluation and documentation protocol detailed by Boys & Girls Clubs of Central Minnesota, BGCA and Research for Action Evaluation Consultants (RFA).

**Develop and deliver high quality fashion & sewing program**

- Provide youth participants skills and guidance for designing their own unique fashion centered on relevant issues in which they are personally interested.
- Design and facilitate skill development and open studio classes for ALL skill levels (non-designers, beginner, intermediate and advanced designers).
- Establish and maintain a physically and emotionally safe space for young designers to create.
- Include training in fashion/costuming by providing a fundamental grounding in creative design, technical illustration, draping, pattern-making, construction and sewing, computer-aided design, and build entrepreneurship skills.
- Lead skill development/open studio time, time for peer to peer learning.
- Expose youth to diverse styles and culture surrounding fashion design.

- Educate young designers about technology and equipment, responsible usage and the studio space.

**Serve as a Part-Time Club Staff, Youth Mentor and Youth Arts Initiative Team Member**

- Participate in all required and recommended Club trainings and staff meetings.
- Serve as an adult mentor to all Club youth.
- Serve as a champion for high quality arts making and lead professional development workshops/trainings in the arts and the 10 Success Principles for other Club staff across the organization.
- Actively collaborate, provide support and resources to the Youth Arts Initiative team, board members and other organizational leadership.
- Actively participate in all required site visits, conference calls, group trainings, meetings and professional development opportunities detailed by Boys & Girls Clubs of Central Minnesota, BGCA, RFA and members of the Wallace Foundation. Some travel will be required.

**Required Knowledge, Skills and Abilities**

- Demonstrates commitment and dedication to fashion/costuming.
- Demonstrated ability to work with youth in a Boys & Girls Club environment.
- Ability to work in a team environment.
- Ability to build community partnerships to support the program.

**Education and Work Experience**

**Education** Bachelor’s degree in fine arts, specifically related to fashion or costuming; or equivalent experience

**PHYSICAL REQUIREMENTS**

**Visual:** Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 4+ hours

**Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 4 hours per day

**Movement:** Ability to maneuver within work site 4 hours per day

**Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 30 lbs of weight up to 4 hours per day

**Travel:** Required to travel by car or by plane 3-4 times per year to attend the Arts Program Symposium, the National BGCA Arts Conference and trainings with cohort Clubs in Wisconsin.

**ACKNOWLEDGEMENT AND SIGNATURE**

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## **10 Success Principles for High Quality Arts Programming**

Detailed in the *Something to Say* research report by the Wallace Foundation

1. Instructors are professional, practicing artists, and are valued with compensation for their expertise and investment in their professional development.
2. Executive Directors have a public commitment to high-quality arts programs that is supported by sustained action.
3. Arts programs take place in dedicated, inspiring, welcoming spaces that convey the programs' high ambition and affirm the value of art and artists.
4. A culture of high expectations for participants' engagement, effort, and respect for creative expression is established and maintained. Youth participants are affirmed as artists.
5. Programs culminate with high-profile, well-designed, public events with real deadlines and audiences.
6. The development of positive relationships with adult mentors and peers that foster a sense of belonging and acceptance is encouraged and supported.
7. Programs are shaped with active, real-time influence and input of youth participants on program content and approach. Youth are engaged in meaningful leadership roles.
8. Programs are built around hands-on skill building that uses current equipment and technology.
9. Programs strategically engage key stakeholders—including parents /caregivers, site staff, and community—to create a network of support and sustainability.
10. Programs provide a safe place for youth - both physically safe and emotionally safe.