Sitka Tribe of Alaska

Job Description

SNEP Traditional Skills Workshop Instructor

Exempt:	No	**Grade:**	12 ($38.34-$48.56 DOE)
Department:	SNED	**Hours:**	On-call, as determined
Reports to:	SNED Director	**Effective Date:**	August 10, 2026
Prepared By:	Human Resources Manager	**Approved By:**	General Manager

I. SUMMARY

The Sitka Tribe of Alaska (STA) Sitka Native Education Department (SNED) intends to employ multiple Workshop Instructors to supplement programming provided by regular department staff. Workshop Instructors may provide special expertise within existing SNEP programming and lead additional classes or workshops targeted toward various audiences. Workshop Instructors will have demonstrated experience in Haa Kusteeyí, our Lingít way of life. This may include arts, traditional foods, cultural practices, oral history, modern Lingít culture, decolonization, and much more.

Classes and workshops will be provided in different formats and will target various audiences. For example, there may be a seasonal ongoing weekend workshop, a one-time daylong intensive, or a 4-week evening class. Potential target audiences include youth in grade 2-12th and their families. Regular staff may provide some planning and logistical support, but Workshop Instructors will be responsible for all aspects of planning and leading their classes.

The Workshop Instructor will provide a completed Workshop Proposal to communicate all supply and material needs in advance and collaborate with program staff to ensure successful implementation of the workshop. Instructors will determine the appropriate age group, class size, workshop frequency, and total number of sessions required for participants to successfully complete the project.

A roster of Workshop Instructors who are available to teach classes, workshops, and open studios as needed will be developed. With instructor permission, this roster may be shared with

partners seeking to hire Guest Instructors. Workshop Instructor selection for specific classes and workshops will be based on Instructor expertise and availability.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- This position reports to the SNED Director and does not supervise any positions

B. General Duties

- Engage with participants and agency partners in a friendly and professional manner
- Plan and facilitate traditional arts workshops that meet 1 to 3 times per week over a 3 to 5 week period.
- Develop and provide a workshop outline, including project goals, learning activities, and estimated completion timeline.
- Identify and communicate all supply, material, and equipment needs in a timely manner.
- Determine appropriate participant age ranges and recommended class sizes based on the project and instructional approach.
- Teach traditional arts skills in a supportive, culturally grounded, and engaging learning environment.
- Manage classroom activities and student participation to ensure a positive and productive experience.
- Monitor participant progress and adjust instruction as needed to support successful project completion.
- Collaborate with program staff and maintain clear, timely communication regarding scheduling, materials, and workshop needs.

III. MINIMUM REQUIREMENTS

- Demonstrated knowledge and proficiency in a traditional art, cultural practice, or Indigenous craft.
- Experience teaching, mentoring, or working with youth preferred.
- Ability to organize and manage workshop activities and student learning.
- Strong communication and collaboration skills.
- Ability to create an inclusive, respectful, and culturally responsive learning environment.
- Reliable and timely in communicating program needs and updates.

Desired Characteristics

- Passion for sharing traditional knowledge and cultural arts.

- Ability to engage and motivate students of varying ages and skill levels.
- Flexible, collaborative, and responsive to program needs.
- Committed to fostering cultural learning and youth development.

IV. CRIMINAL BACKGROUND

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

V. DRUG AND ALCOHOL-FREE WORKPLACE

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.

VII. NATIVE PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.