

**Opening Minds, Opening Doors:**  
*Promoting Self-Advocates as*  
*Speakers*



**Job Description – Project Instructor/Facilitator**

**Job Title:** OMOD Project Instructor

**Reports to:** Project Director

**Job Type:** Contract

**Duties:**

The role of the OMOD Project Instructor is to lead all class meetings and provide coaching support to each participant throughout the training session. This includes classroom prep, preparing lesson plans based on the OMOD training curriculum, and offering guidance to participants as they navigate the process of writing and editing their stories. The OMOD Project Instructor will also oversee the project assistants and ensure that all participants receive the accommodations they need to be successful in the class.

**Major Responsibilities:**

- Lead all class meetings and manage class time effectively
- Prepare lesson plans for class meetings using the OMOD training curriculum
- Establish collective classroom rules at the start of the training session
- Create and maintain a safe, respectful, and supportive environment where participants can feel comfortable sharing their personal stories
- Guide participants through writing and editing their stories
- Ensure that all AV equipment needed for the workshop (and showcase) is in good working order
- Coach participants in vocal, breathing, and relaxation techniques as well as basic microphone tips and techniques
- Provide participants with useful public speaking tips and strategies to cope with stage fright
- Work with project coordinator to determine selections for project showcase, and assist with the coordination of all aspects of the showcase, to include outreach and marketing materials, arrangement for accommodations, etc.
- Ensure that participants receive their classroom accommodations and regularly check in with participants to make any adjustments as needed
- Assign tasks to project assistants
- Inform project assistants of all lesson plans and any changes in class meeting locations and dates/times

- Meet with project coordinator and assistants after each class meeting to evaluate class activities and address any concerns
- Regularly update the project coordinator on class progress

**Qualifications and Skills:**

- 3 years experience in autobiographical writing and editing
- 3 years experience in public speaking
- 2 years teaching experience
- Knowledge and experience in one of the following fields: public speaking, theatre, improvisation, or other performance art
- Knowledge and experience in using microphones and PA equipment
- Experience with computers, slideshows, PowerPoint or Keynote software, and projectors
- Clear and open communication skills
- Experience working with people with developmental disabilities
- Post-secondary education preferred but not required

Competitive compensation commensurate with background and experience.

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