SUNY Oswego Winter Youth Program: Instructor Job Description & Application Instructions

Please read this entire sheet before submitting your application.

We are seeking enthusiastic, dynamic individuals to serve as Youth Program Instructors for the SUNY Oswego Winter Youth Programs. These programs offer high-quality, engaging learning and physical wellness opportunities for children in our community during school breaks.

Program Details

- Dates:
    - December 28–31, 2026 (Monday–Thursday)
    - February 15–19, 2027 (Monday–Friday)
- Hours: 9:30 am–3:30 pm daily, with a lunch break from 12:00 to 1:00 pm. Instructors are responsible for their own lunch.
- Location: SUNY Oswego Campus, Oswego, NY
- Commitment: Each instructor is assigned to one group of students for full-day sessions for the entire week.

Compensation and Resources

- Pay: $30 per hour. Payment is sent 4–6 weeks after the program ends.
- Supplies: Program supplies are provided, and the programs already own additional materials you may use. Instructors should plan activities within a limited supply budget.

Instructor Responsibilities

- Course Planning: Plan your course content, manage instructional materials and logistics, and keep activities within the supply budget.
- Instruction: Develop and deliver diverse, engaging activities tailored to your assigned grade level.
- Supervision: Supervise students at all times and lead the same group of up to 12 children throughout the program, fostering continuity and positive group dynamics.
- Environment: Create and maintain a safe, inclusive, and fun learning environment for every participant.

Grade Levels

We are looking for instructors who can offer courses for one or both of the following age groups:

- Kindergarten through 2nd Grade
- 3rd through 5th Grade

Requirements for Selected Instructors

Before the program begins, all selected instructors must complete:

- A background check
- SUNY Oswego Child Protection Training
- New instructor orientation (date and time to be determined upon hire)

Application Instructions

To apply, submit your resume and a complete course proposal through the official Google Form. Only applications submitted through the form with both documents attached will be considered.

1. Step 1: Prepare Your Documents
    a. Resume: Make sure it is current.
    b. Course Proposal(s): Prepare a separate document (PDF or Word) that includes the following at minimum, plus any other relevant details:
    c. Course name
    d. Brief course description (e.g., goals and learning objectives)
    e. Brief daily outline (e.g., planned activities for each day)
    f. At least one age group the course is designed for (K–2 or 3–5)
    g. Estimated supplies needed (keep in mind that groups will have no more than 12 children)
2. Step 2: Submit Your Application
    a. Open the official Google Form.
    b. Complete the required information.
    c. Attach your course proposal and your resume.
    d. Submit the form.

Questions?

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