

## **Kids' Orchestra Employment: Site Coordinator**

Kids' Orchestra is the largest elementary-age after school music program in the country. Approaching its sixth year, Kids' Orchestra provides opportunities for 800 kindergarten through fifth graders in the Baton Rouge community to study an instrument, play in an orchestra or sing in a choir.

Kids' Orchestra's mission is to bring children of all cultures and backgrounds together using music education as a vehicle to foster teamwork, develop understanding, and emphasize excellence.

Kids' Orchestra is currently seeking qualified, energetic site coordinators to join our team for the 2016/2017 school year.

### Site Coordinators:

The site coordinator will be responsible for parent and school communication, teacher and volunteer management, and the day-to-day logistics of the program at one or two of our school sites. He or she will report to the Program Manager.

### QUALIFICATIONS

- Prior experience working with children in a supervisory role is a must
- Exceptional written and verbal communication skills
- Excellent organizational skills
- Flexibility in challenging situations
- Enthusiasm for the project a must

### DUTIES/RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Set up site in preparation for teaching
- Assist children with homework before teaching
- Manage volunteers according to volunteer schedule
- Handle student disciplinary situations
- Assist teachers in classrooms when needed
- Ensure that all children arrive, learn, and leave our care in a safe environment

### HOURS, PAY & REQUIREMENTS

- 2:30-5:30 Monday and Wednesday OR Tuesday and Thursday
- \$40/day
- Background Check and Child Abuse Prevention Training are required as a condition of hire

Job Type: Part-time

Required experience:

- Working with children: 1 year