



## Site Coordinator

### Kids' Orchestra – Baton Rouge, LA

#### POSITION SUMMARY

Kids' Orchestra ([www.kidsorchestra.org](http://www.kidsorchestra.org)) is a year-round program dedicated to impacting children's lives by creating a sense of community through musical training and enrichment programs. Kids' Orchestra provides music education, instruments, mentorship, and performance opportunities to kindergarten through fifth grade students in the Baton Rouge area.

Site Coordinators work with students, parents, teachers, and volunteers to make each day inclusive and edifying, to direct communications from the program, and to perform other day-to-day logistics for the site. He or she reports to the Program Manager.

#### QUALIFICATIONS

- Prior experience working with children in a supervisory role preferred
- Excellent written and verbal communication skills
- Excellent organizational skills
- Flexibility
- Enthusiasm for the program is a must

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

- Prepare the learning environment for students and teachers
- Help students with homework
- Coordinate volunteers
- Mediate student disciplinary situations
- Assist teachers in classrooms when needed
- Create an inclusive, safe, and conducive learning 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