



Site Assistant

Kids' Orchestra – Baton Rouge, LA

POSITION SUMMARY

Kids' Orchestra (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 Assistants work with students, parents, teachers, and volunteers to make each day inclusive and edifying, to perform daily logistics for the site, and to assist the Site Coordinator where needed. He or she reports to the Program Manager.

QUALIFICATIONS

- Exhibit a genuine passion for community outreach and education
- Previous experience working with children in a supervisory role is a plus
- Current enrollment in an education degree or licensure program preferred
- Excellent written and verbal communication skills
- Excellent organizational skills
- Basic computer skills a plus
- Must have reliable transportation
- Ability to lift 25 pounds regularly, to remain in a stationary position for 25% of the job, and to move about indoors and/or outdoors on concrete or tile for 75% of the job
- No musical experience necessary

DUTIES/RESPONSIBILITIES (INCLUDES BUT NOT LIMITED TO)

- Assist with daily mentorship activities
- Help students with homework
- Assist teachers in classrooms when needed
- Monitor and assist with student disciplinary situations
- Prepare and clean the cafeteria for snack time
- Prepare and process cafeteria paperwork
- Monitor student snack time
- Create an inclusive, safe, and conducive learning environment

HOURS, PAY & REQUIREMENTS

- 3:00-5:30 Monday and Wednesday OR Tuesday and Thursday
- \$30/day



- **Background Check and Child Abuse Prevention Training are required as a condition of hire**

Send resumes and inquiries to jobs@kidsorchestra.org.