



## 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 building a community of creative, confident, and socially engaged students through music education. Kids' Orchestra provides music education, instruments, 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 daily logistics for the site. 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
- Excellent written and verbal communication skills
- Excellent organizational skills
- Basic computer skills necessary
- 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)

- Prepare and process paperwork for faculty and admin
- Prepare and coordinate daily mentorship activities
- Help students with homework
- Coordinate volunteers
- Mediate student disciplinary situations
- Assist teachers in classrooms when needed
- Provide guidance to the Site Assistant where needed
- Create an inclusive, safe, and conducive learning environment

#### HOURS, PAY & REQUIREMENTS

- 3:00-5:30 Monday and Wednesday OR Tuesday and Thursday
- \$45/day
- Background Check and Child Abuse Prevention Training are required as a condition of hire

Interested applicants can apply here: <https://www.surveymonkey.com/r/NNQVCGV>