



To build a community of creative, confident, and socially engaged students through music education.

Job Title: Program Manager (School-based sites and Private Lessons Coordinator or Volunteer Coordinator)
Reports to: Education Director
Status: Full Time

2 Positions Available:

Program Manager (School-Based Sites) and Private Lessons Coordinator
Program Manager (School-Based Sites) and Volunteer Coordinator

Position Summary: The Program Manager oversees all aspects of assigned Kids' Orchestra sites and the KO Private Lessons Program or Volunteer Program. Additional duties may be assigned by supervisor based on candidates' interests, skills, and qualifications.

Requirements: Minimum of bachelor's degree in music (music education preferred). Masters' Degree preferred. At least 3 years of experience in education and positive youth development providing school based, after-school and/or summer related programming. Must be proficient in Microsoft Office Suite and cloud-based services such as Microsoft SharePoint and Google Drive. Experience with Jackrabbit Class a plus. Excellent communication and time management skills required. Ability to work some evenings and weekends.

Essential Duties and Responsibilities:

Program Management

- Oversee logistics and serve as program manager to assigned sites (3-5 total)
- Supervise site staff and teaching artists at assigned sites
- Communicate with parents and school/district admin regarding concerts, calendars, behavior, etc.
- Maintain student records and lists via Jackrabbit Class
- Maintain and fulfill on-site supplies and teacher requests
- Manage distribution of snacks at assigned sites and complete all relevant paperwork
 - Coordinate delivery of snacks with outside partners (School Systems, 3 O'clock Project, etc.)
- Communication with site staff and teaching artists
- Generate and distribute bi-weekly site paperwork (student rosters, attendance sheets, etc.)
- Ensure accurate attendance data collection for assigned sites
- Assist with securing substitute site staff/teaching artists
- Assist with collection of proof of income and tuition for assigned sites
- Assist with implementation of Second Step SEL curriculum

Program Management (KO Private Lessons Program)

- Coordinate teacher assignments and schedules for all private lesson students and locations
- Communicate with parents regarding concerts, calendars, behavior, etc.
- Track number of lessons received for each student in coordination with Operations Director
- Maintain student records and lists via Jackrabbit Class
- Maintain and fulfill supplies and teacher requests

Volunteer Management

- Develop, manage, and evaluate volunteer initiatives via specified volunteer portals such as Taproot
- Oversee and implement volunteer requests and opportunities
- Coordinate volunteer efforts with community partners in coordination with marketing department
- Onboard volunteers in coordination with Operations Director and Education Director
- Track and report volunteer data to relevant team members

Other Program Duties

- Assist with student recruitment and retention
- Assist with distribution and collection of equipment
- Attend and work concerts, community events, fundraisers, school events, etc.
 - Occasional evening and weekend commitments required
- Maintain organization and cleanliness of common work and storage spaces in office
- Serve on relevant committees such as Grant Committee, Summer Camp Committee, etc.
- Attend and actively participate in all rhythm meetings
- Other duties as assigned

Pay range: \$40,000-\$50,000

Kids' Orchestra System is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. Qualified applicants should apply through [Kids' Orchestra's LinkedIn Page](#).