



Site Assistant

Kids' Orchestra – Baton Rouge, LA

POSITION SUMMARY

Kids' Orchestra (www.kidsorchestra.org) is a year-round program dedicated building a community of creative, confident, and socially engaged students through music education. 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 support delivery of a safe quality musical experience for students, perform daily logistic tasks for the site, and to assist the Site Coordinator where needed. This position reports to the Program Manager.

QUALIFICATIONS

- Exhibit a genuine passion for community engagement, teaching, and young artist development
- Previous experience working with children in a supervisory role
- Excellent written and verbal communication skills
- Excellent organizational skills
- Basic computer
- Must have reliable transportation or a way to get around the city
- Ability to lift 25 pounds regularly
- No musical experience necessary

DUTIES/RESPONSIBILITIES (INCLUDES BUT NOT LIMITED TO)

- Assist with daily mindful moments and SEL 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 and support an inclusive, safe, and enriching 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

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

Kids' Orchestra is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, gender identity or expression, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.