



## 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 support delivery of a safe, quality musical experience for students, direct communications from the program, and perform other daily logistic tasks for the site. 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 skills necessary
- 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)

- Prepare and process paperwork for faculty and admin
- Assist with daily mindful moments and SEL 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 and support an inclusive, safe, and enriching 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>

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.