

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE: Art & Music Coordinator
PROFILE SOURCE: Afterschool Program
DEPARTMENT: Programs Staff
REPORTS TO: Elementary Director
FLSA STATUS: Part-Time 25 – 30 hours
STARTING WAGE: \$13.50 Hourly

PRIMARY FUNCTION:

Aiding in the development/delivery of all afterschool arts & music programming. The position will consist of the planning, developing, and implementing of creative projects for all young people involved in our afterschool programs K-12th. Responsible for creating music learning activities that involve instruments. Responsible for creating measurable goals for members to meet with the programming implemented. Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions. Create and maintain a safe environment for members and adults within the program space.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

1. Create an environment that encourages artistic expression:
 - Learn and implement nationally recognized programs while promoting and stimulating program participation.
 - Ability to plan and implement fun activities for members.
 - Monitor programs, services, and activities to ensure the safety of all members.
 - Flexibility when changes need to be made and dealing with a variety of situations.
 - Maintain cleanliness and order of classrooms.

Communication

2. Attend staff meetings and follow procedures.
3. Excellent communication skills and ability to communicate with staff, parents, volunteers and members

Supervision

4. Provide supervision, guidance and act as role models to club members.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. Will be scheduled on a as needed bases for afterschool program pick-up
3. May be required to drive Club van.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide

information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

MINIMUM QUALIFICATIONS:

- High school diploma or in pursuit of College Degree
- Interest and/or experience in art or crafting with children
- Experience in working with children
- Evidence of skills in programming, organization, activity development, communication, advising, and program development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications

PREFERRED QUALIFICATIONS:

- General knowledge of and experience working with at-risk populations
- Experience in Art & Music
- Demonstrated experience in organization planning, program development, project management and supervision based on the developmental needs of young people
- Strong communication skills, both verbal and written

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

The following statements regularly apply to the position:

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver’s license, must be able to be insured on company policy and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
 - o Irregular hours -Occasionally
 - o Afternoons/Evenings - Regularly
 - o Weekends – Occasionally

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Executive Officer Date