

Job Title: Kalamazoo Kids in Tune Program Assistant

Current Openings: 2 at Elementary Site

Organization: Kalamazoo Symphony Orchestra

Reports to: Director Education and Community Engagement

Job Description/Purpose:

To provide high-quality supervision, enrichment, behavior support and mentorship to students of Kalamazoo Kids in Tune, an afterschool orchestra program and a partnership of Kalamazoo Symphony Orchestra and Kalamazoo Public Schools. KKIT Program Assistants are the staff members primarily responsible for supervising students during meals, transitions, enrichment and dismissal times, and will support KKIT music faculty during music classes to maintain a positive and productive classroom environment. Program Assistants serve as positive role models for students, supporting students holistically, fostering social and emotional development alongside musical growth.

Primary Responsibilities include, but are not limited to:

- Create and implement engaging, developmentally appropriate daily activities and enrichment curriculum in areas of music, art, character development, mindfulness and project based learning. Program Assistants will be the primary instructors during Enrichment Time and will work with KKIT Instrumental Faculty to align instruction with orchestra curriculum and overall program goals.
- Adhere to best practices of youth development including establishing a safe, positive environment; developing supportive relationships; creating opportunities for success for every child; honoring students' individuality and identity; establishing clear, consistent expectations; giving recognition; and having fun.
- Develop and maintain professional relationships with school staff, volunteers, families, students, and other community partners.
- Assist with planning and implementation of special events including concerts and family nights.
- Participate in planning meetings and training activities with the full staff.
- Participate in anti-racism, inclusion and equity learning opportunities; commit to ongoing personal development; contribute to the continual process of becoming a more inclusive, respectful, informed and equitable community.

Qualifications

High School diploma with relevant experience required; post-secondary courses/degree in relevant field strongly desired (i.e. Music Education, Music Therapy, Elementary Education, Youth Development, Recreation, etc...).

Previous experience working with youth

Proficiency as a musician or experience learning to play an instrument or sing is helpful, but not required

Ability to work collaboratively in a team-oriented environment

Self-starter with ability to perform job with little supervision

Discretion in handling student information and communications with students and colleagues

Background and medical clearances

Commitment to the cause of reducing barriers to involvement in the arts for children from all backgrounds

Commitment to diversity and inclusiveness in thought, word, and action

Working Conditions: The program operates in a public elementary school during afterschool hours. Instructors must be able to maintain a high level of energy, focus and positive attitude within a fast-paced, active and occasionally stressful environment.

The goals of the KKIT program are attained in cooperation with Kalamazoo Public Schools. The partner organizations abide by agreed-upon policies, procedures and regulations which support and protect students, and which all individuals involved in the program are required to follow and enforce.

Employee must have access to reliable transportation. Employee must be able to lift 25 lbs. and will be expected to set up and clear teaching and rehearsal spaces, including moving equipment. This position is subject to the rules and regulations set forth in the KSO Employee Handbook.

Hours and Compensation: Weekly schedule includes four afternoons per week, Monday-Thursday between the hours of 3:30pm-6:30pm during the school year (September through early June) with additional meeting, planning and training hours as needed. Up to four days per week between the hours of 9am and 3:00pm during the 4-6 week summer program (late June to early August).

Hourly pay for arrival to departure time is \$13 per hour.

Organization Description: The Kalamazoo Symphony Orchestra is the state's third largest orchestra with an operating budget of \$3.2 million, and more than eighty musicians and professionals employed full or part time. With a comprehensive education program for children and a variety of enriching musical experiences for adults, the KSO serves approximately 50,000 people each year, including 30,000 children.

Application deadline: August 21, 2019. Applications will be reviewed as they are received with interviews starting in mid-August. We may not be able to consider applications submitted after the deadline.

Contact: Donielle Hetrick, Afterschool Program Manager

Application procedure: E-mail resume, cover letter and a list of three professional reference contacts in PDF format to dhetrick@kalamazoosymphony.com. (Reference letters are not required for the first round, only names and current contact information.)