



JOB DESCRIPTION | Kalamazoo Kids In Tune Lead Program Assistant

Kalamazoo Symphony Orchestra

PART-TIME JOB OPENING | January 2024

The Kalamazoo Symphony Orchestra is seeking qualified candidates for Lead Program Assistant for its Kalamazoo Kids in Tune (KKIT) afterschool and summer programs.

Position Summary:

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. The Lead Program Assistant takes responsibility for additional functions such as attendance, meal count, and bus lists, supervises transitions and dismissal, and serves as substitute Site Coordinator when needed.

KKIT is an afterschool orchestra program offered in partnership between Kalamazoo Symphony Orchestra and Kalamazoo Public Schools. Students participate in group music instruction, sectionals, ensembles, orchestra, electives, and social and emotional learning. KKIT serves students throughout the school year and for six weeks in the summer, with tailored offerings for elementary and secondary students.

This position reports to the Afterschool Program Manager.

Primary responsibilities include, but are not limited to:

- Provide caring and responsive support, oversight and mentorship to KKIT students.
- Provide primary support for students during arrival, meals, recreation, and dismissal.
- Provide classroom support during music lessons, orchestra and other activities led by music instructors.
- Coordinate and lead implementation of enrichment activities based on provided lesson plans.
- Ensure bus lists, meal lists, and attendance tracking are accurate and up to date.
- Supervise transitions between activities and classes
- Supervise dismissal of car riders and bus riders
- Make parent phone calls during program as designated by Site Coordinator
- 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:

- Bachelor's Degree or commensurate experience/certification in Music Education, Music Therapy, Elementary Education, Youth Development, Recreation, etc.
- Previous experience working with youth
- CPR and First Aid training (support to attain will be provided)
- 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
- Embrace diversity and commit to inclusiveness in thought, word, and action

Working Conditions:

KKIT operates in Kalamazoo Public Schools during afterschool hours during the school year and day-time hours in the summer. 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 that 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 up to 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:

An average of 12 hours per week during these times:

- School year (mid-September through early June), Monday-Thursday between 3:30-6:30pm
- Potential for summer employment, to be determined based on program needs and budget
- Additional meeting, planning, and training hours scheduled as needed.

The starting hourly rate for Lead Program Assistant is \$18 per hour. This part-time position is not eligible for benefits.

To Apply:

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, a résumé, and a list of three professional references in PDF format to hr@kalamazoosymphony.com. Apply by 1/8/2024 for best consideration. No phone calls please.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at KalamazooSymphony.com.