



**KALAMAZOO
SYMPHONY**
ORCHESTRA

KALAMAZOO KIDS IN TUNE SITE COORDINATOR (Secondary Site)

PART-TIME JOB OPENING | November 2021

Position Summary:

This position directly supervises KSO's Kalamazoo Kids in Tune (KKIT) secondary program. The Site Coordinator oversees daily operations and provides direct supervision of the assigned program site.

KKIT serves students throughout the school year and for six weeks in the summer, with tailored offerings for elementary and secondary students. KKIT is a partnership with Kalamazoo Public Schools, offering group music instruction, sectionals, ensembles, orchestra, electives, and social and emotional learning for students in elementary through high school.

This position reports to the Afterschool Program Manager.

Primary responsibilities include, but are not limited to:

- Work in collaboration with program leadership (Director of Education and Community Engagement, Afterschool Program Manager, KKIT Artistic Director and OR Program Director)
- Communicate regularly with the school principal and other building staff as needed to maintain positive partnerships and stay informed of opportunities or challenges
- Provide daily site supervision and coordination
- Coordinate meal and busing services
- Keep detailed records of program enrollment and attendance
- Implement on-site protocols for student safety in alignment with KPS expectations and best practices in youth development
- Establishing positive relationships with families through open communication, collaborative problem solving, and timely notification of activities, events, and program changes

Qualifications:

- Supervisory experience in a Youth Development setting
- Bachelor's degree preferred in an education or youth-related field
- In-depth knowledge of best practices in Youth Development
- Leadership characteristics: confidence, initiative, creativity, flexibility, perseverance, strong communication abilities, independence, conflict resolution experience, ability to handle stress with poise
- Ability to communicate effectively with children
- Musical experience is not required for this position; a deep appreciation to the value of music education and a strong understanding of and commitment to the musical learning process is required.
- Knowledge of the mission and goals of the Kalamazoo Kids in Tune program
- Discretion in handling student information and communications with students, parents and colleagues
- Background and medical clearances
- Commitment to diversity and 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 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:

During the school year (mid-September through early June), in-person programming is held in the afterschool hours. The KKIT secondary site requires a presence on Tuesday and Thursday between 2:30-5:30. Additional meeting, planning, and training hours are scheduled as needed.

The Kalamazoo Symphony offers a competitive wage. This position is not eligible for benefits. The starting hourly rate for Site Coordinator is \$19/hour.

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 reference contacts in PDF format to hr@kalamazoosymphony.com. For best consideration, apply by November 13, 2021.

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.