



## **Coordinator, Youth Programs**

### **Reports to**

Director, Youth Education

### **Job Overview:**

The Coordinator, Youth Programs assists in planning and implementing all youth education programs, including AfterSchool at The ArtsCenter, Mini Camps and Summer ArtsCamp. Reporting to the Director, Youth Programs, the Coordinator assists with all aspects of these programs as needed, including planning and evaluation, marketing, personnel management, and program implementation. This position also leads in the planning and implementation of special events, as necessary.

**Salary Range:** \$42,000 - \$45,000

## **Responsibilities and Duties**

### **AfterSchool at The ArtsCenter**

- Oversee and manage the AfterSchools counselors.
- Ensure the AfterSchool schedule runs efficiently by informing counselors of their daily roles, facilitating smooth transitions between classes and breaks, stepping in to serve as a counselor as needed.
- Serve as a backup for the AfterSchool Manager and when necessary, maintain bus and master rosters, checking students in from the bus, checking students out when they leave with their grownups.
- Conduct regular check-ins with counselors to ensure their needs are met, addressing any concerns about materials, space, or student behavior.
- Ensure counselors keep the classrooms and studios tidy and in order for other The ArtsCenter programming.
- Assist the Director by proposing new program ideas for approval, focusing on engaging, diverse activities that align with our mission.
- Create a system for instructors to showcase work throughout the month (youth gallery).
- Manage registrations for Afterschool and serve as main point person for managing rosters and checking kids in and out each day (including off the bus)

### **ArtsCamp**

- Oversee the hiring of counselors for ArtsCamp, including screening candidates and assessing fit with camp culture. Whenever possible, facilitate the transition of AfterSchool counselors to summer roles, ensuring consistency and familiarity in staffing.
- Create a weekly schedule for summer counselors, assigning them to specific locations based on the master schedule to ensure balanced coverage.
- Serve as main point of contact for families and parents during ArtsCamp for registration
- Create rosters and manage registrations for ArtsCamp

### **Mini Camps**

- Organize staffing for mini camps by recruiting counselors and instructors.
- Assist with logistical preparations, including creating name tags and schedules for mini camp sessions to ensure smooth operation.

### **Behavior Management**

- Manage and address student behavior, using positive reinforcement and behavior management strategies. Report any significant issues to the Director for further intervention.
- Build rapport with students, fostering a safe, supportive environment.
- Maintain open communication with families about any behavioral concerns or specific needs, providing updates and collaborating with parents to support students. (secondary to Director)
- Attend trainings to learn more about how to manage kid behavior

### **Staffing**

- Oversee counselor hiring, conduct interviews and make recommendations based on program needs.
- Responsible for onboarding and training all new counselors. Gather all onboarding forms before the first day of employment and deliver them to the CFO.
- Monitor Homebase, our scheduling platform, to ensure counselors meet timesheet requirements, supporting accurate payroll processing.
- Works with the Director to coordinate and participate in youth staff meetings, covering topics such as leadership workshops, behavior management, and program updates.
- Create monthly counselor schedules and track ongoing availability of all counselors.
- Serve as the main point of contact for counselors through daily check-ins, ensuring each counselor understands the expectations and needs for the day. Have a presence in the daily program by floating throughout the building to ensure the programs are running smoothly and to intervene whenever necessary to address any student behavior issues.
- Ensure that incident reports are reported accurately
- Assist instructors as needed (with materials, clean up, set up, etc.)

### **Marketing and Registration**

- Oversee marketing needs specific to youth programs, ensuring ads are accurate and appealing.
- When necessary, create materials related to programming (flyers, lawn signs, etc.) to bring engage new patrons
- Approve all youth marketing content to ensure alignment with our branding and programming objectives.
- Engage in outreach efforts by distributing flyers, setting up lawn signs, and using other promotional materials to attract community members and increase program participation.
- Manage AfterSchool and ArtsCamp in The ArtsCenter's digital online registration platform (currently Amilia)
- Create programs in Amilia and market them appropriately
- Create and manage rosters for Mini Camps

### **Qualifications:**

- A Bachelor's degree is required. A degree in Education, Arts Management, Arts Education, Early Education, Community or Social Work is preferred.
- At least 1 year experience in a related field, working with youth, arts education, visual and performing arts, community and outreach programs.
- Proficiency in Microsoft Suite, especially Excel, Word, and Outlook. Experience with SharePoint would be helpful.
- Ability to communicate effectively through written and oral communications with attention to detail.
- Ability to handle many tasks simultaneously without losing focus.
- Demonstrated commitment to valuing diversity, equity, inclusion, and anti-racism while contributing to an inclusive working environment.
- Passion for working with a team and an arts organization.
- Proficiency in Spanish language would be valuable, but not required
- Model and promote The ArtsCenter's commitment to diversity, equity, accessibility and inclusion.
- Knowledge of and ability to promote appreciation of music, arts and art education and passion for The ArtsCenter's mission.