



BOYS & GIRLS CLUB
OF THE WEST VALLEY

Music Specialty- Youth Development Professional

PERFORMANCE PROFILE SOURCE: Program Support Staff

DEPARTMENT: Programs

REPORTS TO: Music Director

FLSA STATUS: Part-Time Exempt Non-Exempt SALARY: \$17-20/hour [20-25 hours]

HOURS: Monday- Friday (Afternoon hours); and Saturdays as needed

PRIMARY FUNCTION:

Works directly under Music Director and Site Coordinator to facilitate all music related programs and activities. Provides supervision and control over youth. Music Specialty YDP is responsible for providing mentorship in music, supervision and control over members, as well as disciplining members when necessary. YDP will collaborate with the Music Director and Site Coordinator in expanding our music program membership through assistance with outreach and promotion activities.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Collaborate with the Music Director, Site Coordinators/Directors, and staff on music program and curriculum ideas.
2. Assist with recruitment and train music program staff, volunteers and interns.
3. Promotes safety of members, quality in programs, and appearance of Club at all times.

Program Development and Implementation

4. Facilitate a comprehensive Music program with goals and objectives each year for K-12 age groups.
5. Plan and execute music activities for K-12 during fall/spring semesters and Day Camps including Summer.
6. Makes recommendations concerning the development of Music programs in collaboration with the Music Director and Site Coordinator.
7. Maintain and submit all record keeping including, but not limited to, program reports, member enrollment, attendance report, and activity calendars.
8. Ensures that all music supplies are stocked and in good condition, submits orders for purchase of supplies and maintains an organized and tidy work area.
9. Assist with promoting, recruiting and implementing all Music programs at assigned sites.
10. Collaborate with potential community partners (local theaters, theater in the park, concert halls, music museums, etc.) to develop field trips, volunteer engagement opportunities, curriculum partnerships, etc.
11. Participate in the BGCA national program and training opportunities as necessary/desired.

ADDITIONAL RESPONSIBILITIES:

1. Participation or leading special programs &/or events.
2. Supervising on field trips.
3. May be required to work outside of scheduled hours, including evenings and weekends.
4. Assume other duties as assigned.
5. Knowledge and use of myBGCA.net.



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RELATIONSHIPS:

Internal: Maintains close daily contact with the Music Director and Site Coordinator to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel. Together you should leverage and grow programs throughout the West Valley.

SKILLS/KNOWLEDGE REQUIRED:

- College Degree preferred in a Music discipline.
- Experience working with youth ages 6-17.
- Knowledge of youth development.
- Ability to supervise and control large groups of children at a given time with respect.
- Ability to motivate youth and deal effectively with behavior problems.
- Ability to deal with the general public.
- Strong communication skills both with staff and members and management.
- Ability to implement quality music programs for youth.
- Ability to organize and supervise members in a safe environment.
- Valid State Driver's License.
- Positive attitude and disposition.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Able to stand or sit for long periods. Able to bend and squat to engage younger members. Must be available for work Monday-Friday afternoon from 3-6 p.m; and Saturdays or Sundays as needed.

Signed by: _____
Staff Date

Approved by: _____
Director of Programs Date

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.*

<i>For Office Use</i>		
Hire Date: _____	Hire Rate: _____	30-day evaluation: _____
Approved by: _____		
CEO	Date	