



BOYS & GIRLS CLUB
OF THE WEST VALLEY

Music Program Director

PERFORMANCE PROFILE SOURCE DEPARTMENT: Program Management

REPORTS TO: Director of Program and the Get Together Foundation

FLSA STATUS: Full-Time Non-Exempt SALARY: \$25-32/hour [40 hours]

BENEFIT VALUE: \$20,000-\$26,600: Medical, Vision, Dental, Long-term Disability, Life Insurance, and vacation.

HOURS: Mon- Fri 9 a.m. - 6 p.m. and occasional (Weekend Hours)

PRIMARY FUNCTION:

Responsible to build a strong music pilot program for the Boys & Girls Club of the West Valley. Manages all music volunteers in collaboration with the Community Relations Coordinator, Responsible to expand the program throughout L.A. County by 2024. Will engage a minimum of 100 kids per semester (Winter, Summer, and Fall) in music program activities at all program sites of BGCWV.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Build relationships with public and private institutions and individuals who can bring additional support to the music program.
2. Develop and enhance the curriculum for music pods at each site, (serving at least 10-15 kids). This should include a strong collaboration with the goals of the BGCWV Cooper Literacy program components.
3. Hire and train Youth Development Professionals (YDPs) and volunteers who lead music programs including those who the Get Together Foundations sends.
4. Manage the budget of all music support for fundraising efforts.
5. Support the Get Together Foundation at their annual fundraising event, as directed by them.

Program Development and Implementation

6. Manage a tracking system for pre-and post-assessments of the program implementation.
7. Ensure attendance is tracked at each site.
8. Connect with other Boys & Girls Clubs throughout the County of Los Angeles to identify new potential locations for the Get Together Foundation to expand and support music programs.
9. Track inventory of all/any equipment and instruments that are donated to the Club.
10. Identify potential field trips for those in the Music programs to help kids expand their understanding of the music industry and potential career opportunities in collaboration with the Future Ready program.
11. Ensure the Music Program participants can perform at community and Club functions throughout the year.

12. Personally run the music program with our middle school members.

ADDITIONAL RESPONSIBILITIES:

1. Participation in special programs and/or events as assigned.
2. Knowledge and use of BGCA.net.
3. Support all Site Coordinators with their music program activities.

RELATIONSHIPS:

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

External: Maintains contact with the Get Together Foundation, board committee members, funders, and others to assist in resolving problems or communicating about successes.

SKILLS/KNOWLEDGE REQUIRED:

- AA or B.S. in music education preferred or five years of music performance experience.
- Knowledge of guitar, recorder, and drums.
- 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.
- Experience supervising others
- Ability to deal with the general public.
- Strong communication skills both with staff, members, and management.
- Ability to implement quality music education 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. Able to lift and move up to 50 lbs. You need to be available for work occasionally on weekends. Be 25 years or older to serve as an approved driver for kids when going to performances or field trip activities.

Signed by: _____
Incumbent Date

Approved by: _____
Director of Programs Date



BOYS & GIRLS CLUB
OF THE WEST VALLEY

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.

For Office Use Hire Date: _____ Hire Rate: _____ 30-day evaluation: _____		
Approved by: _____		
CEO		Date