



## PROJECT HARMONY SITE COORDINATOR

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**TITLE:** Project Harmony Site Coordinator

**REPORTS TO:** Project Harmony Program Manager, Charlotte Symphony

**STATUS:** Part-Time

**START DATE:** September 2019

### **SUMMARY DESCRIPTION:**

Under guidance from the Project Harmony Program Manager, the Project Harmony Site Coordinator is responsible for managing the daily operations at a Project Harmony site. Project Harmony enacts social transformation through music by engaging children in orchestra programs that foster skill development and personal empowerment. A partnership between Charlotte Symphony and Arts+, Project Harmony builds pathways to success for Charlotte-area youth, offering free after-school programs in high-needs communities throughout Charlotte.

The Site Coordinator will ensure the highest quality experience for the Project Harmony students. The Site Coordinator will lead and oversee program scheduled transition times, maintain attendance records as well as generally support other Project Harmony teachers and staff to encourage student engagement, appropriate social skills and behavior during program hours.

Project Harmony sites operate on weekday afternoons, generally following the Charlotte-Mecklenburg School District calendar. 2019-20 program sites include Amity Presbyterian, St. Andrew's United Methodist, Greater Mt. Sinai Baptist, and University City United Methodist Church with possibilities for further expansion.

### **DUTIES AND RESPONSIBILITIES:**

- Collaborate with music instructors to build a welcoming, positive musical community and culture inspired by the ideals of El Sistema.
- Prepare site for music program: set up rooms, chairs, music stands, etc. Store music equipment after program and restore rooms to original setup for community use.
- Adhere to program schedule and manage calendars.
- Ensure the safety of the children on site. Adhere to safety protocol; coordinate and supervise children effectively during transitions, large-group settings, drop-off, and pick-up; monitor hallways.

- Support student participation and engagement; implement and execute behavior management system.
- Maintain storage of materials and instruments.
- Maintain regular communication with Project Harmony Manager and site contacts.
- Ensure availability of rooms and smooth site operations.
- Recruit and supervise volunteers.
- Maintain attendance and student records; take daily attendance and follow up with calls to student families as needed.
- Attend and assist with Project Harmony site concerts and other functions as scheduled.
- Assist with student recruitment and enrollment.
- Attend meetings and professional development sessions as assigned.
- Complete administrative tasks and other duties as assigned.

**POSITION REQUIREMENTS:**

- Excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; experience working in underserved communities.
- Experience leading groups of children; ability to effectively supervise groups; understanding of constructive behavior management skills; knowledge of youth development.
- Ability to stay calm under pressure and handle unexpected situations effectively.
- Strong commitment to El Sistema’s philosophy of social change through music.
- Strong organizational skills.
- Positive attitude, flexibility, and willingness to “pitch in” whenever needed.
- Ability to work nights/weekends for program events as needed.
- Access to a smart phone, tablet, laptop, or other device for daily attendance taking and communication as needed.

**PHYSICAL REQUIREMENTS:**

- The ability to communicate effectively using speech, vision and hearing.
- The ability to supervise children and ensure their safety- at times crawling, kneeling, bending, squatting, reaching.
- The use of hands for simple grasping and fine manipulations.
- The ability to lift, carry, push or pull light weights such as music stands and chairs.

**DESIRABLE:**

- Fluency in Spanish.
- Experience working in youth development programs.
- Experience with leading a large group of children with a range of behaviors.
- Experience working with a wide range of learning abilities.
- CPR/AED/First Aid certified (or willingness to obtain).

Please submit a resume and cover letter to Aram Kim Bryan, Director of Youth Orchestra and Programs, Charlotte Symphony, if interested in applying for the Project Harmony Site Coordinator position: [abryan@charlottesymphony.org](mailto:abryan@charlottesymphony.org).

Applications may be reviewed on a rolling basis.