



GREAT FUTURES START HERE.

The primary mission of the Boys & Girls Clubs of Springfield is to enhance the quality of life for youth as participating members of a richly diverse society. With special concern for the disadvantaged, the Boys & Girls Clubs of Springfield helps youth to help themselves realize their potential for growth and development.



POSITION DESCRIPTION

TITLE:	Music Room Coordinator
PERFORMANCE PROFILE SOURCE:	Part-time Professional
DEPARTMENT:	Operations
REPORTS TO:	Program Director or Unit Director
WAGE:	<input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly

POSITION SUMMARY:

The Music Room Coordinator is responsible for: ensuring youth development principles are incorporated into programs and activities; providing guidance and discipline to ensure a safe and positive environment for youth; ensuring the incorporation of character development, age appropriate and gender-specific programs and activities; ensuring that cultural diversity educational programs are implemented; assisting in the planning, implementation, and delivery of exciting and engaging activities and programs for youth ages 5 to 12; assuring the planning development and implementation of Boys & Girls Clubs of America National Programs; and maintaining and caring for applicable equipment and supplies.

Educational/Training Requirements: Minimum of High School diploma or equivalent. Experience working with youth in a guidance-oriented atmosphere preferred. Missouri Class E Driver’s License preferred, but not required.

Key Roles: Prepare youth for success, program development and implementation, teamwork, and supervision and development of volunteers.

Key Competencies:

- Contribute to creating an environment that promotes the physical, social and emotional well-being of youth.
- Uphold the Club’s 5 Key Elements: a safe, positive environment, fun, supportive relationships, opportunities & expectations, recognition.
- A variety of activities are provided in the fields of: music, theater, vocal training, instrument lessons, dance, etc.
- Work closely with and/or provide supervision of volunteers.
- Other duties as assigned by Club directors.

Skills Needed:

- Creativity
- Punctuality and attention to detail
- Knowledgeable of: music, theater, instrument lessons, dance, vocal training, classroom management, safety and supervision, etc.
- Excellent communication skills
- Self-motivated
- Confidence in working with youth