

Summary



Organization: Church Street Choral Academy

Title: Program Day Assistant

Hours: approximately 10 hours per week

Pay: paid hourly at \$12/hour

Position summary: The Church Street Choral Academy (CSCA) Program Day Assistant will work collaboratively with the Choirmaster, Administrative Director, and other CSCA staff to volunteer in various roles throughout the year.

Primary Duties and Responsibilities

The Program Day Assistant for CSCA is responsible for the following duties each year:

- Supervise afternoon program day activities, notably chorister check in, homework/tutoring room, dinner, and chorister dismissal.
- Supervise concert day program activities including chorister check in vesting, and chorister dismissal.
- Assist with rehearsals, concerts, or other events as needed and agreed upon.
- Maintain accurate records for student stipend program.
- Work with Choirmaster and other staff members to network with local music teachers, parents, and recruit students.
- With other staff members, work to determine volunteer opportunities throughout the year.
- With other staff members, ensure Facebook and Instagram posts are up-to-date with current events, information, and posts.
- Provide other assistance as requested and agreed upon.

Requirements

This position requires:

- Comfort interacting elementary school children and their parents
- Strong oral, written, and interpersonal communication skills
- Computer literate with knowledge of MS Office, Google Drive and the ability to learn software quickly
- Must obtain Safeguarding God's People certification
- Ability to conduct duties in a positive, professional manner in the best interest of Church Street Choral Academy and Christ Church Episcopal

Preferred Skills

For this position, the following is preferred:

- Experience in a choral setting or an after-school program
- Excellent people management
- Open to direction and commitment to task completion
- High comfort level working in a fluid environment

How to apply:

Please email a resume to sarah@choralacademy.org. In the body of your email, please include a short introduction of yourself and your interest in the position..