



## 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 volunteers in various roles throughout the year.

## **Primary Duties and Responsibilities**

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

- Supervising afternoon program day activities, notably chorister check in, homework/tutoring room, dinner, and chorister dismissal.
- Supervising concert day program activities including chorister check in vesting, and chorister dismissal.
- Assisting with rehearsals, concerts, or other events as needed and agreed upon.
- Maintaining accurate records for student stipend program.
- Working with Choirmaster and other staff members, 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, ensuring 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

Skills this position is preferred to have:

- Experience in a choral setting or an after-school program
- Excellent people manager, 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](mailto:sarah@choralacademy.org). In the body of your email, please include a short introduction of yourself and your interest in the position.