**Summary**: The 11-month Afterschool Program Coordinator (APC) position coordinates all CMC afterschool and summer sites. This person must be able to communicate effectively, be organized with good time management, work with people of diverse backgrounds and ages, and multi-task. The APC provides daily support to the Music Director and Performance Choir youth & families, while establishing a regular weekly or as-needed presence to support operations at the other sites. The APM is the lead advocate for students and families, supporting each child holistically to support their fullest personal, academic, and musical growth, including being responsible for the enrichment activities prior to rehearsal as well as ensuring each youth has transportation to/from CMC.

CMC’sPerformance Choir is a Sistema-inspired, afterschool, tuition-free community youth choir with intensive rehearsals and performances across the Twin Cities and an annual regional tour. Offered in partnership with the Mt Airy Boys & Girls Club, the program is open to any 5th-8th grade youth who love to sing and is offered three afternoons per week between 4-5:30p. The APM will also help distribute snack and lead academic and/or community-building activities for some of these youth prior to rehearsal as early as 2:30p until 4:15p. CMC also meets weekly in the summer with 4-6 week special offerings. Hands On Music is a partnership between individual schools and CMC through biweekly rhythm-based elementary school programs and is contingent on grant funding. It meets twice-weekly and all participants attend that school so transportation is not a barrier

**Responsibilities**

1. Assist Music Director in creating monthly folder materials, including program calendars and permission slips
2. Assist with scheduling, planning and logistics for concerts and events, including communication with venues, transportation/food arrangements, and concert programs
3. Attend rehearsals and all CMC events including open rehearsals, concerts, and family meetings
4. Assist in creating program improvement plans
5. Assist in conducting evaluation surveys and/or gathering evaluation data
6. Supervise enrichment opportunities for 5th-8th grade youth before rehearsal (2:30-4p)
7. Provide daily site coordination and regular communication with site partners
8. Follow up with attendance issues and coordinate individual transportation needs
9. Provide positive behavioral support to teaching staff by attending rehearsals and events
10. Build relationships with youth and families
11. Assist in student recruitment and enrollment, working to ensure access and support for students with greatest barriers.
12. Assist in program volunteer recruitment and communication, ensuring volunteers feel acknowledgement and stay informed
13. Provide additional administrative support to Music Director as needed

**Requirements**

* Exhibits the following leadership characteristics: growth mindset, personable, organized, initiative, flexibility, strong communicator, collaboration, accountability, time management, multi-tasking, ability to handle stress with poise
* Available some evenings and weekends
* Loves working with young people
* Reliable transportation and clean driving record
* Be able to lift 40 pounds and stand for periods of time
* Basic computer skills (basic knowledge of Google docs, Excel, and Word)
* Musical experience is not required for this position; belief in mission of using music ensemble to empower young people with skills for success is
* 2-3 years experience of working with elementary and/or middle school youth
* Culturally responsive

**Strongly Preferred**

* Experience in youth development or related field
* Have a bicultural awareness
* Proficient in Spanish, Hmong, or Karen language
* Connection with Rondo, Frogtown, East Side, or North End neighborhoods

Salary is commensurate with experience. Range: $14,500-18,500

**To Apply:** Please send a resume and cover letter to Carey at [music@cmcmn.org](mailto:music@cmcmn.org). Applications will be accepted on a rolling basis. Position will be filled upon successful candidate.