

TURNER FOUNDATION JOB ANNOUNCEMENT

Position Title: Director of Music (30 hrs./week)

Incumbent:

Date:

Reports To:

Wage: \$16-\$20/hr.

GENERAL FUNCTION

Under the supervision of the Director of Programs, this position is responsible for the planning, development, administration, expansion, volunteerism, and evaluation of the music program (youth, teen, and adult). In addition, this person is a core staff member and will have responsibilities in other areas of administration, programming, and safety. Position is responsible for creating music classes, performances, and opportunities including, but not limited to lessons, small groups, the Christmas celebration, and Summer Fiesta. Lastly, the music director will build and maintain partnerships with local organizations that will enhance the goals and objectives of the music program.

KNOW-HOW

Bachelor's degree from 4-year college or university with two to three years of industry experience or equivalent combination of education and experience. Background in administration, supervision, and progressively greater responsibilities. High quality human relation and communication skills. Ability to work with a diverse population. Knowledge of child development and the whole child approach. Understanding of emergency procedures and evacuation routes/areas. A commitment to the Turner Foundation philosophy. A criminal record clearance. Exemplifies Character Counts values of responsibility, trustworthiness, fairness, caring, citizenship, and respect. Experience in working with youth, teens, and adults in both recreational and social settings. Current First Aid and CPR certification. Skills acquired to obtain the above certifications shall be maintained throughout course of employment.

WORKING ENVIRONMENT / MINIMUM PHYSICAL REQUIREMENT

- Must have the physical, visual, and auditory ability to perform the essential duties of the job with or without reasonable accommodations
- Requires light physical activity such as phone and computer work
- May require walking, driving, light lifting, stooping, crouching, and bending
- Background check will be taken upon commencement of employment and results will be submitted to the Turner Foundation office

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Empathetically listen and communicate for understanding. Build relationships to create small communities. Provide participants and parents with feedback, coaching, guidance, and support. Build and nurture strategic collaborations within the community.
2. Assist in planning, supervising, and implementation of quality programming in accordance with the policies and philosophies of the Turner Foundation.

3. Maintain proper control using constructive methods, keeping in mind each child's individual needs.
4. Ensure each child is healthy, safe, engaged, supported, and challenged.
5. Supervises up to 8 children, enforcing rules, which will provide a fun, safe environment for all.
6. Plans, prepares, implements, and evaluates activities on a monthly basis.
7. Assist in maintaining general neatness in the music room and program areas.
8. Attends all staff meetings and trainings.
9. Maintains a professional attitude with parents, staff, school personnel, and children at all times.
10. Continue professional growth through attendance of classes, education meetings, conferences, and/or workshops deemed necessary by supervisor.
11. Completes any other task assigned by supervisor.
12. Actively participates and supports parent involvement activities.
13. Lead by example, to be a model for youth, teens, and adults.
14. Have fun!

EFFECT ON END RESULTS

1. Music Director to ensure participants will have quality curriculum and instruction by using several different teaching strategies. Participants will be able to read/play music, be introduced to five or more instruments, possess an understanding of beat making and/or the vocal recording process.
2. Music Director to ensure safe program space for staff, volunteers, and participants, by having an incident free program.
3. Music Director to ensure good communication to supervisor, parents, and participants.
4. The exercise of good judgment and competence in implementing stated needs, objectives, and interests of the Turner Foundation.

Mission Statement

“...The Mission of the Turner Foundation is to provide safe affordable housing, as well as programs and services that will improve the quality of life for The Village residents and the surrounding community.”

Cary Young
Director of Programs
805 730-1070
Villageinsb@gmail.com