



## A Community School of the Arts

### Position Description

**Organization:** Arts in Motion, Community School of the Arts

**Site Addresses:** Rainier Beach Presbyterian Church, 9656 Waters Ave. So., Seattle, WA 98118  
Skyway United Methodist Church, 11800 Renton Ave. So., Seattle, WA 98178

**Office Address:** 10430 60<sup>th</sup> Ave. So., Seattle, WA 98178

**Site Supervisor:** Denise Mimura, Executive Director

**Email:** info@aimschool.org

**Phone:** (206) 723-3131

**Member Position Title:** Arts Program Coordinator

#### Responsibilities:

Applicant will have the primary responsibility for working directly with students, families, teachers, running the arts center on Tuesday, Wednesday, and Thursday 3:00-7:00pm; Saturday 9:30am-6:00pm during the school year and Monday – Thursday 2:00-7:00pm during the summer time.

Tasks to include:

- Preparing and teach activities that will increase learning skills, ability and desire to learn, self esteem, social skills: and develop arts related skills.
- Assisting students with completion of practice and assigned arts activities.
- Plan and Implement activities that will foster community, share cultural arts, and increase social understanding among families at the center and community.
- Empower and support parents as they help their children in the learning process.
- Update and maintain information center with program information and available community resources.
- Assist current families and new inquires with paperwork, scheduling and communication with teachers.
- Recruiting and supervising youth volunteers to work with children at the arts center
- Implementing and upkeep of incentive programs: charting student's activities, awarding points and coordination with teachers and parents.
- Make phone call to students and families to coordinate and implement program components.

Applicant will have office hours Tuesday – Thursday 10:30am – 2:30pm supporting arts development at our local schools, and partner community sites.

Tasks to include:

- Maintain relationships and communication with schools, community businesses and community programs.
- Deliver flyers and posters and/or attend community functions to talk about the program.
- Recruit and coordinate community volunteers to assist with various projects.
- Encourage and coordinate volunteerism among our students and parents to assist them in taking ownership of the program.
- Work with schools and community programs to identify and help with the process of qualifying low-income and low achieving students in need of scholarship assistance.
- Identify community performance opportunities and activities that promote community service and community building, assist with planning and implementing.
- Assist the Director and teachers, as needed, with planning, coordinating and administrating student activities and after school projects in community programs and schools.

**Hours and Days Needed:** Tuesday, Wednesday, and Thursday 10:30am – 7:00pm; Saturday 9:30am- 6pm during school year; Monday – Thursday 10:30am – 7:00pm during summer.

**Qualifications and Skills Required:**

- Desire to work with children and families of diverse backgrounds.
- Skill in communicating clearly in person and on the phone with people of all ages and cultures.
- Experience or the ability to teach small groups of children and youth.
- Experience or the ability to plan, coordinate, and record progress on ongoing projects
- Experience or the ability to work as a team, supporting other team members and seeking opportunity to learn from other.
- Experience or training in basic word and excel computer programs.
- We encourage people of color to apply.
- We encourage individuals with arts skill or training to apply, but not necessary.