

### **Assistant Art Program Coordinator**

WORKING HOURS/PAY RATE: 25 hours per week: 3:30 p.m.- 7:00 p.m., M-F, \$8.50/hr.

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minutes lunch break for every 8 hours.

DATES: 1/20/20- 5/29/20

BASIC JOB FUNCTION: Lead and give administrative support to our after school art programming. Assist Art Coordinator in planning, implementing, supervising and evaluating program and volunteers. Interns are expected to support coordinators in supervision and behavior management of members.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS: 2 or more year's youth work experience required. Higher education degree preferred. Individual must be able to manage staff, work with large groups of youth, and have education knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Develop and assist in the implementation of daily education programs for all members.
2. Create appropriate educational activities based on grade and gender.
3. Encourage a positive environment for members to learn, interact, and grow.
4. Assist Art Coordinator with all tasks related to the Indiana Kid program.
5. Assist with clean up and organization of all program areas.
6. Build positive relationships with youth, volunteers, parents, schools, and community.
7. Assist with tracking daily attendance and other applicable program administrative duties.
8. Assist with preparing information for reporting purposes when necessary.
9. Report to Art Coordinator.
10. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.

2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.