

Access to the Arts Staff

UNIT/LOCATION: Crestmont

WORKING HOURS: 15-20 hours per week

PAY RATE: \$10-\$12/hr

DATES: August 2020

JOB DESCRIPTION:

The Access to the Arts Staff will work with the organization's Arts Coordinator. The Access to the Arts Intern will assist with daily, weekly, and monthly duties. A primary focus of this internship is to educate members about the Arts and foster a supportive environment for members to develop their creativity. The Access to the Arts Staff will assist the Arts Coordinator in preparing members to complete artwork to be entered into the Boys & Girls Clubs of America National Fine Arts Exhibit.

ESSENTIAL JOB FUNCTIONS:

1. Recruitment of members into Arts programming
2. Implement activities in the Arts Studio
3. Record attendance and program data
4. Assist with supervision of the Arts Studio
5. Assist in cleanup of program area
6. Cultivate and develop positive relationships with members, staff, volunteers, schools, parents, and the community
7. Attend staff meetings and training sessions
8. Assume other duties as assigned

QUALIFICATIONS:

1. Experience, knowledge, and interest in the Arts

WORK 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.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to

termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

This job description serves as a job offer for this position. Accepting employment will be conditional upon agreeing to and signing this job description/offer.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

I understand the expectations, functions, and information presented in this document that describes the _____ position.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____