Who we are:
ELM is an El Sistema inspired program that empowers San Rafael children to achieve excellence in all facets of their lives through music education, performance, and community service.

Position Title: ELM Venetia Valley Site Coordinator
Location: Venetia Valley School
Reports To: ELM Program Manager
Commitment: Now through June 7, 2022
Work Days/Hours: Tuesdays and Thursdays 3:15-6:15pm,
Wednesdays 1:45-5:15pm;
1st Wednesday of every month 12:45-5:15pm
Compensation: $23 per hour

Position Available: ELM is looking for a committed and passionate individual to supervise our students during ELM programming and assist teaching artists with classroom needs during music class. The successful candidate will be able to inspire respect of students and will also be able to communicate with their parents by phone and fliers to support parent and family engagement.

Job Duties:
- Meet students at ELM ROOMS for after school dismissal and oversee snack time
- Ensure student safety before, between, and after music classes
- Monitor after-ELM dismissal until all students are picked up
- Help teaching artists maintain records (attendance sign-in and sign-out only)
- Sit in on music classes as needed by the teaching artists to help with behavior and to communicate about the music program with parents
- Help students if they have an issue during ELM program (phone call home, or getting picked up early, student illness, etc)
The successful candidate must:

- Have experience coordinating elementary and middle school youth in an after school setting and confidence asserting leadership with youth
- Enjoy working around youth
- Able to commit to a full academic school year
- Be bilingual (Spanish and English)
- Be reliable, punctual and professional
- Have a cellphone to use for phone calls or text messages when on site

Requirements and qualifications

- Demonstrate a commitment to ELM’s vision and quality programming
- Have good oral and written communication skills in Spanish and English

To apply: Send cover letter and resumé to Sara sara@elmprogram.org, ELM Program Manager and Family Liaison
Visit our website: www.elmprogram.org