Title: Site Manager
Reports to: Operations Director
Start date: September 1, 2021

Hours: 30 hours / week + Additional hours during school breaks
Compensation: $20 / hour

Review process: The Site Manager will participate in an in-depth annual review with the Executive and Operations Directors.

Buffalo String Works’ Mission
Our mission is to deliver world class music education to diverse youth that inspires personal and community transformation. We provide rigorous music instruction and a creative home for refugee, immigrant, and historically marginalized youth. We recognize the significance of music as a universal language, and by lifting up the voices of our students and parents, we cultivate youth to be agents of social change.

Our vision: Empowering Young Musicians, Transforming Whole Communities.

Job Description
The PS #76 Site Manager position encompasses two main roles: 1) On-site administrative support at PS #76 and 2) Student leadership and on-site administrative support at the BSW Cafe, an initiative developed by the BSW Student Council members.

The PS #76 Site Manager serves as the primary liaison with families and manages day-to-day logistics at BSW’s West Side location. The Site Manager works with BSW’s administrative team to ensure staff, faculty, and families are supported throughout their interactions on-site. The Site Manager has the support of Family Liaisons where necessary.

At the BSW Cafe, the Site Manager facilitates and supervises student-led, structured and unstructured activities. The PS #76 Site Manager works collaboratively with the West Side Site Manager and the BSW administrative staff team to meet the evolving needs of students as they mature into teenage years and beyond. The Site Manager supports students on their path of musical and personal growth, reflecting the core values of BSW: citizenship, rigor, inclusion, and empowerment.

Reporting to the Operations Director, the Site Manager position is a year-round, part-time role.
Site Manager Responsibilities
- Serve as primary liaison with families
  - Manage student enrollment
  - Manage day-to-day family communication
  - Plan annual family orientation and other family-based activities
  - Support development of Parent Advisory Council
- Manage on-site logistics
  - Serve as primary liaison with PS #76 administrative team
  - Ensure health and safety protocols are followed
  - Maintain essential program logistics, including daily attendance, student database, instrument database and supply inventory
- Concert Management in coordination with Education Director

BSW Cafe Responsibilities (shared with West Side Site Manager)
- Facilitate BSW Cafe time
  - Support weekly student council meetings with Cafe Staff Lead
  - Guide student initiatives by developing students’ abilities to plan, execute, and follow through on their self-generated plans
  - Supervise unstructured BSW Cafe time
  - Ensure health and safety protocols are followed at all times
- Provide wrap-around support including:
  - basic academic tutoring
  - basic mental health, i.e. restorative circles, 1-on-1 conversations, etc.
  - Support families in seeking additional, long-term support as needed, i.e. academic tutoring, counseling, housing, liaising with schools, etc.
  - Consistent follow-up with families
- Participate in weekly administrative meetings
- Participate in ongoing professional development workshops pertaining to child development, cultural humility, and other related topics
- Communicate and build rapport with parents and students through the Cafe
Minimum Qualifications (Education, Experience, Skills)

- Bilingual in Spanish and English REQUIRED
- Community Health Worker Training REQUIRED
  
  Please note: BSW will compensate the Cafe Staff for CHW training time and cover tuition if the staff member does not have this training already.

- Experience facilitating collaboration with community-based organizations and/or public school systems
- Proficiency in Google G Suite products and willingness to learn new technology skills
- Excellent time management and organizational skills
- Awareness of and enthusiasm for the El Sistema music education model
- Strong commitment to the ideals and mission of Buffalo String Works
- Ability to communicate and work with multiple constituencies
- Ability to work well on a team and in a high-pressure, multi-tasking environment
- Bachelor’s degree required with 2-3 years related work experience preferred
- Strong background in music education and arts administration preferred
- Must pass background check

Work Environment

- General Schedule:
  - On site at PS #76: Tues, Wed, and Thurs from 2:30-5pm
  - On site at Cafe: Friday from 3-7pm and Saturday from 10:30am-5:30pm
  - BSW Office: Additional hours completed at office with BSW admin staff team
  - Important: Additional Cafe hours required during school breaks
- Availability to work weekends and evenings for concerts and special events as needed
- Interact regularly with BSW staff, faculty, families and PS #76 community
- Collaborative work environment where decision-making regarding artistic and pedagogical direction comes from Buffalo String Works leadership, Teaching Faculty, and students.

To Apply:

Please send a current resume and a short paragraph describing your vision for youth leadership.

You are also welcome to record audio or video of your youth leadership vision.

Please share all materials to Yuki Numata Resnick: yuki@buffalostringworks.org

Buffalo String Works is an equal opportunity employer.
We celebrate diversity and are committed to creating an inclusive environment for all employees.