Title: Arts and Creativity Program Leader

Estimated start date: March 15, 2020; Open until filled
Hourly rate: $15.75
Hours of work: Monday 12:30-4:45pm; Tuesday-Friday 2:30-6:30pm
Hours per week: 25

Organizational Background
Bayview Foundation is a multicultural affordable housing development that features the Bayview International Center for Education and the Arts which provides community support services for Bayview families. Over 275 residents, primarily immigrants and refugees, from more than eight countries live in the Bayview community. Youth programs focus on educational success, social and emotional wellbeing and physical health. Visit www.bayviewfoundation.org for more information. You can also check out the Bayview Foundation Facebook page to see what Bayview teens did last year: https://www.facebook.com/bayviewfoundation/.

Position Summary
The Arts and Creativity Program Leader will work in collaboration with Bayview’s youth program staff to develop engaging and fun creative learning opportunities for youth ages 6-18. Planning and facilitation efforts will be split between Bayview’s Elementary and Middle/High programs. In addition to leading, planning and facilitation arts, culture, and creativity activities, the Arts and Creativity Program Leader will provide ongoing direct support to youth during all other daily programs and activities which focus on social justice, social and emotional development, educational success and physical wellness.

Duties and Responsibilities

- Engage with and support youth ages 6-11 (grades K-5) and 12-18 (grades 6-12) during Bayview’s youth after school programs
- Conceptualize, plan and facilitate a variety of arts, culture and creativity activities/curriculum aimed at increasing youth engagement, creative thinking, collaboration/communication skills, and technical abilities
- Lead open art and/or painting studio at least one day per week
- Support and assist guest teaching artists and other program facilitators
- Develop and maintain positive relationships with all children; Implement positive behavior support strategies
- Organize, clean, and set up space and supplies
- Collaborate and communicate with program staff
- Assist with program evaluation and documentation of successes and areas in need of improvement
- Assist with meal and snack preparation and serving
- Communicate with parents/caregivers and report on program activities and children’s participation
- Direct and support volunteers

Desired Qualifications and Knowledge

- Past professional experience working with youth ages 6-18 from diverse backgrounds
- Ability to plan, facilitate, and evaluate arts and culture programming that is developmentally and age appropriate
- Technical skills in visual art plus any of the other art disciplines, including: drama, movement,
creative writing, music, culinary arts, digital media, STEAM
• Ability to cultivate and maintain positive relationships with children, families, and staff
• Ability to provide youth with behavioral guidance and conflict resolution skills
• Understanding and appreciation of ethnically and culturally diverse populations
• Ability to integrate technology into art making is preferred
• Bilingual in Hmong and/or Spanish a plus
• Applicants must be at least 18 years old, have a high school diploma or GED, and pass a criminal background check prior to hiring

To apply
Submit a resume and a cover letter describing your experience and qualifications to Bayview Foundation, Inc., 601 Bayview, Madison, WI 53715 or email to employment@bayviewfoundation.org. This position will be open until filled but preference is given to applications submitted before March 1, 2020. No phone calls please.