



**BOYS & GIRLS CLUB
OF GREATER LOWELL**

POSITION DESCRIPTION

TITLE: Music Clubhouse Coordinator

DEPARTMENT: Music

REPORTS TO: Music Clubhouse Manager

Exempt Non-Exempt

POSITION SUMMARY:

The Music Clubhouse Coordinator aides in planning, implementing, and evaluating a comprehensive Music Clubhouse program that includes instruction, drop in, performance and leadership development while incorporating youth development principles. The Music Clubhouse Coordinator mentors youth ages 9-18 in a dynamic musical environment for 20-28 hours per week, to achieve the mission of the Boys & Girls Club of Greater Lowell and Music & Youth Initiative.

QUALIFICATION REQUIREMENTS:

Knowledge and Skills

- Demonstrated knowledge of principles related to youth development and group leadership skills, including an understanding of group dynamics.
- Ability to relate to culturally diverse group of teens and pre-teens as an instructor and mentor
- The ability to play at least one instrument at an advanced level and demonstrated ability to teach entry-level music (*especially piano and voice*) to students.
- General knowledge of the music business/industry, including digital/social media.
- Knowledge of music production and recording on at least one platform (GarageBand, Reason, ProTools) required.
- Demonstrated ability to utilize music technology and computers.
- Advanced intercultural awareness and experience working in multicultural environments.
- Flexible and creative self-starter - demonstrated ability to be entrepreneurial and work through obstacles.
- “Hands-On” mentality - candidate should be willing to work directly with kids, staff, and program partners.
- Team oriented - ability to cultivate relationships and work with a variety of internal and external stakeholders.

Education:

High school diploma or equivalent **required**; Bachelor's Degree, or working towards completion of a degree, **optional**. Multi-lingual candidates are encouraged to apply.

Experience

- Involvement with Youth Development programming.
- Previous experience performing music.
- Developing and implementing programs for teenagers and pre-teens in an urban setting required.
- Previous experience teaching music a plus
- Project management experience a plus.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Be a musical mentor to youth ages 9-18.
- Carry out day-to-day program activities in accordance with established standards and goals.
- Demonstrate leadership to assure conduct, safety, and development of members.

Program Development and Implementation

- Help the Manager plan, implement, and evaluate programs and curriculum with clearly defined activities and realistic, measurable outcomes.
- Maintain Music Clubhouse program goals and settings that insure the health and safety of members. Understand the standards of program, ensure program areas are safe, and help maintain Music Clubhouse equipment in good working condition.
- With the Manager, conduct outreach and recruitment within our programs and broader community as necessary.
- Lead weekly schedule of music instructional activities with small groups of youth, many with no previous musical experience.
- With Manager, develop and implement member evaluation to determine member skills development and satisfaction with program.
- Promote and stimulate program participation, provide guidance and role modeling to members, ensure the safety of members, quality in programs and appearance of the Club at all times.
- Collaborates with other staff to develop and structure quality programs in overlapping areas. Works with all staff and volunteers when needed.

Communication

- Carry out specific projects as outlined by the Manager.
- Provide ongoing feedback to the Manager as part of a continuous quality improvement process.
- Notify Manager of all behavioral issues and achievements for effective response.
- Participate in training and development opportunities for assigned volunteers and staff.

Marketing and Public Relations

- Create flyers for events as needed.

Other

- May be required to drive Club's vehicles and may be asked to be available for occasional night and weekend activities.

ADDITIONAL RESPONSIBILITIES:

Relationships

- **Internal:** Maintain daily contact with Music Clubhouse Manager, Program Leadership team, Program Staff, and Clubhouse members.
- **External:** Maintains contact with Music & Youth Initiative, external community groups, schools, members' parents and others as needed, to promote the Club and build partnerships to better serve our members.

Other Requirements

- Valid (MA) drivers license
- Completion of all background checks with no record

ENVIRONMENTAL AND WORKING CONDITIONS:

Most work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrate the ability to:

- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Go up and down stairs on a regular basis.
- Regularly required to speak clearly and hear the spoken word well

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Executive Director **Date**