

Title: Music Clubhouse Assistant
Department: Music Clubhouse
Reports To: Music Clubhouse Director
FLSA Class: Non-Exempt
Status: Part-time

JOB SUMMARY/PRIMARY FUNCTION:

Under the direction of the Music Clubhouse Director, the Music Clubhouse Assistant will assist members in shaping their involvement, exploration and self-education at the Music Clubhouse. During Open Studio time, welcome and provide assistance to the members who visit the Music Clubhouse, answering their questions, problem-solving and providing general support. The Music Clubhouse Assistant is critical to the Clubhouse's mission of building youth confidence through the development of relationships, skills, knowledge and abilities—all through the exploration and expression of music.

KEY ROLES:

- Welcoming members to the Clubhouse; Teaching group or individual music lessons
- Providing support for youth exploration, creativity and expression
- Answering questions, giving feedback; coaching and encouraging youth
- Monitoring safety of members, equipment, instruments and materials
- Providing feedback to Clubhouse Director
- Participating in Clubhouse orientation session
- Responsible for cleanliness and daily maintenance of the Music Clubhouse.
- Other duties as assigned.

SKILLS/KNOWLEDGE:

- ✓ Have very strong interpersonal skills and demonstrate the ability and commitment to responsibly and cooperatively support urban youth;
- ✓ Demonstrate skills and/or experience with education, music, recording, etc
- ✓ Work cooperatively with the Director and with the team of volunteers and staff.
- ✓ Ability to work independently and as part of a team.
- ✓ Flexibility to work clubhouse hours especially as seasons and service needs change.
- ✓ Must consent to a CORI/SORI and background check.