

# Boys & Girls Clubs of Dorchester

## Job Posting

### **POSITION SUMMARY:**

Major responsibility is to provide youth the opportunity to build self-confidence and interpersonal skills, by learning various aspects of music. The key goal of the Music Clubhouse Assistant Director is to use music as a vehicle for developing academic and social skills, and ultimately building self-confidence and self-esteem, and support the Music Clubhouse Director with program planning and activity development. Will also plan, develop, implement and evaluate music programs.

### **KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

- Together with Music Director, create/revise program curriculum with clearly-defined activities and realistic, measurable outcomes.
- Lead weekly schedule of instructional activities with small groups of youth, many with no previous musical experience.
- Program and supervise daily open music times, activities, and other programs.
- Create and implement regular showcase opportunities for Music Clubhouse youth and coach youth to perform with confidence.
- With Music Director, develop and implement participant evaluation to determine participant skills development and satisfaction with program, along with additional outcome measurement processes and other evaluation programs.
- Instruct classes such as Music Lessons and recording classes.
- Secure and maintain materials, equipment and other resources belonging to the program area. Maintain a safe and clean program area.
- Other administrative duties include, but are not limited to, tracking attendance of members in the program, data collection, pre and post surveys and a variety of written reports.
- Participate in individual and group supervision sessions and periodic professional development opportunities.
- Adhere to and uphold all Club and Member rules and policies.
- By personal example, helps interpret the quality of BGCD values to children, parents and staff. Must be a positive role model.
- Other related duties as specified by the Music Director.

### **SKILLS/KNOWLEDGE REQUIRED:**

- ✓ Previous experience in developing and implementing programs for teenagers.
- ✓ General knowledge of the music business/industry, including digital/social media.
- ✓ Musical Proficiency (Piano, Guitar - preferred)
- ✓ Ability to work with youth and families from a variety of backgrounds.
- ✓ Ability to work independently and as part of a team.
- ✓ Flexibility to work Club hours especially as seasons and service needs change.
- ✓ Must consent to a CORI/SORI and background check.