



## Girls Choral Academy – Program Assistant Job Description

<b>Job Title:</b>	Program Assistant	<b>Position Type:</b>	Hourly; 18-20 hours per week, Sept-May
<b>Department/Group:</b>	Reports to Executive Director	<b>Education Required:</b>	Associate's Degree; Bachelor's preferred
<b>Location:</b>	2920 Fuller Ave NE Grand Rapids	<b>Travel Required:</b>	Intermittent local travel
<b>Level/Salary Range:</b>	Negotiable	<b>Skills Required:</b>	Microsoft Office, Email, Internet
<b>Date posted:</b>	May 1, 2019	<b>Skills Preferred:</b>	Social Media, Excel
<b>Posting Expires:</b>	June 1, 2019	<b>Mission:</b>	Giving Girls a Voice

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### General Summary

**Summary of the Position:** The Program Assistant is responsible for all non-musical activities related to choirs and assists and manages choir library and music notebooks. The Program Assistant works with the conductor to gather important items to communicate to the singers and their parents. He/she also serves as a chaperone at all rehearsals and events to ensure the safety of the singers.

Required Schedule: **Regular rehearsal coverage for all assigned choirs (Mondays 5p-8:30p and Tuesdays 4:15-8:15p, all Choir concerts and events, and office hours to be scheduled weekly (10-12 hours/week). Essential Functions include (but are not limited to):**

- Assist in raising awareness of the Choir by participating in recruitment opportunities and welcoming new singers/families to the Choir.
- Create, copy, and distribute information flyers for fundraisers, events, and other Choir activities.
- Maintain choir rosters and attendance records
- Manage choir library and music folders
- Collect payments (tuition, fundraising, tour) and issue receipts.
- Keep accurate records of all transactions.
- Supervise singers before and after rehearsals.
- Communicate all Choir issues with families, conductor, and Director .
- Assist with yearly tour planning and attend tour.

### Qualifications:

- Organizational and leadership skills
- Experience in working with children and youth from varied backgrounds preferred
- Basic computer skills (Word and Excel preferred)

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, and may change at the discretion of the incumbent's manager/supervisor. Girls Choral Academy is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender orientation, disability, or age.