



## Program Coordinator Job Description

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Harmony Project KC (HPKC) is a research-based program that targets at-risk youth in Northeast Kansas City, Missouri. An affiliate of the award-winning Harmony Project Los Angeles, we promote positive youth development through year-round music lessons and ensemble participation.

HPKC is housed at the Northeast Community Center, a 501(c)(3) nonprofit organization.

<b>Job Title</b>	Program Coordinator
<b>Reports To</b>	Program Manager
<b>Position Overview</b>	The Program Coordinator supports the Program Manager in several aspects of the program onsite – including student, parent/family, teacher and volunteer needs – through a combination of on-going responsibilities as well as those which are requested on an as-needed basis
<b>Supervision Responsibilities</b>	Volunteers and Interns
<b>Education</b>	Minimum: Bachelor’s Degree required, with emphasis in business administration and customer service, music education background preferred
<b>Experience</b>	Experience working with youth in a similar role
<b>Qualifications</b>	Strong organizational skills; excellent oral and written communication skills; <b>bilingual</b> fluency in English and Spanish.  Other qualifications: Office computer skills (Microsoft Office – Word, Excel, and PowerPoint); familiarity with accessing and using contact databases; ability to manage and prioritize multiple tasks; ability to work effectively with a wide range of constituencies in a diverse community; driver’s license and proof of valid automobile insurance; flexible work schedule to include some weekends
<b>Time Requirements</b>	This is a full-time position

### Tasks and Duties:

- a. Supports the Program Manager in **on-site activities**, including:

1. being present every time the program meets, including weekends
  2. solving any issues that may arise, including:
    - i. attending to teachers' needs
    - ii. enforcing HPKC's absence policy and communicating it effectively to teachers and parents
    - iii. enforcing HPKC's probation policy and communicating it effectively to parents
    - iv. helping during student drop-off and student dismissal
    - v. instituting safety procedures and implementing NECC's Crisis Communication Plan
  3. imputing student attendance and collecting student logs in a timely manner
  4. being present for Parent and Student Orientations, Open House events, Faculty Meetings, and Professional Development sessions on-site
  5. assisting the Program Manager during Field Trips and community performances
- b. Maintains contact with the organization's **students and their parents/families**, including:
1. answering questions about HPKC and its program requirements
  2. translating questions/information from parents/families to other HPKC staff
  3. communicating with parents or guardians about any relevant issues, including but not limited to upcoming events, program updates, discipline, and/or attendance as directed by the Program Manager
- c. Provides **administrative support** to HPKC's Administrative Assistant by:
1. translating correspondence to students and/or their parents/families, as needed
  2. translating forms, flyers and news releases, as needed
  3. translating newsletters on a monthly basis
- d. Assists the Program Manager in the production of orchestra concerts, recitals, and juries
- e. Coordinates the repair and return of instruments and manages the **instrument inventory** (lent-out instruments, on site, and in storage)
- f. Assists Administrative Assistant with **refreshments and snacks** for all program needs
- g. Manages HPKC's **Volunteer Program** by:
1. recruiting new volunteers and cultivating existing ones
  2. assigning tasks to volunteers on a daily basis
  3. maintaining and updating volunteers' contact information
  4. continuing volunteer management and appreciation
  5. creating a volunteer monthly calendar for HPKC staff
- h. Supervises HPKC's **interns**, as directed by the Program Manager
- i. Maintains the **music library** for all orchestras and choir ensembles
- j. Helps represent HPKC in **outreach and community activities**, including,

1. supporting the Program Manager during student recruitment events
  2. communicates with school administrators to support HPKC's outreach efforts
- k. Serves as a role model for students and families at all times
1. Completes **other tasks** as needed and as requested

To apply, please send a cover letter, resume, and two current references to:  
carmen@harmonyprojectkc.org with Program Coordinator as the subject line.

**HARMONY PROJECT KC** DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, OR ETHNICITY IN STUDENT ADMISSIONS OR IN ANY PROGRAMS IT ADMINISTERS