



SISTEMA KINGSTON
EMPLOYMENT OPPORTUNITY
for
PART TIME ON-SITE COORDINATOR

“Teach children the beauty of music, and music will teach them the beauty of life.”

- Jose Antonio Abreu

There are few opportunities as meaningful and rewarding as teaching, mentoring and supporting children from under-served areas. Children, who otherwise would never have an opportunity to play a musical instrument.

Sistema Kingston is a new intensive after school program that focuses on positive social change through the pursuit of musical excellence. Ensemble-based music instruction, healthy food and a positive social environment will be offered at no cost to children from challenged communities.

Opening in the fall of 2015, pilot year programming will begin at First Avenue Public School, for 20 students in grades 2 - 4. This program will be offered in partnership with Queen's Community Music, Limestone District School Board and The Joe Chithalen Memorial Musical Instrument Lending Library (Joe's M.I.L.L.). Using the Venezuelan *El Sistema* as its model, *Sistema Kingston* will emphasize inclusivity and teamwork, build personal persistence, and foster creativity and personal responsibility in all of its activities. *Sistema Kingston* embraces the five principles of *El Sistema*:

- **Social Change** – social transformation through the pursuit of musical excellence. One happens through the other and neither is prioritized at the expense of the other.
- **Ensembles** – the focus is on the group experience (orchestral/choral) and working toward a common goal. Peer mentoring is integral to the experience.
- **Frequency** – ensembles meet several times every week for multiple hours at a time over extended periods.
- **Accessibility** – programs are free and inclusive to all.
- **Connectivity** – programs foster connectivity between students, teachers, families and organizations to build stronger communities. Programs are linked at the community, regional and national levels, forming a cohesive network of services, resource sharing collaborative opportunities and advocacy in support of each other.

Sistema Kingston is seeking a qualified and motivated On-Site Coordinator, who will embrace the spirit of the program with enthusiasm and provide clear coordination of the program components to ensure staff, students, families, volunteers and program partners have a positive experience.

JOB TITLE:

- *Sistema Kingston* On-Site Coordinator

ORGANIZATION:

- Queen's Community Music

REPORTS TO:

- Ms. Karma Tomm, Director of Queen's Community Music and Program Director of *Sistema Kingston*

JOB SUMMARY:

- To provide clear positive coordination of the operational aspects of the program *Sistema Kingston* for students, families, staff, volunteers and program partners.

LOCATION:

- First Avenue Public School, Kingston ON

COMPENSATION:

- Hourly. Rate commensurate with experience.

HOURS:

- Minimum – 14 hours/week: 2:00 - 5:30pm Monday – Thursday.
- 30 weeks of the year: September - May.
- An additional 4 hours/week off-site time will be requested, pending funding.
- Mandatory 4-day training session.
- Presence at performances.

QUALIFICATIONS:

REQUIRED:

- Minimum of one year work experience in a coordinator role
- Illustrated administrative and office experience
- One year proven work experience with children and families
- Excellent written and verbal communication skills
- Physically able to move furniture for set up and take down, and negotiate stairs
- Valid drivers license and access to a vehicle
- Demonstrated involvement and appreciation of music
- Valid CPIC certificate with Vulnerable Sector Screening

ASSETS:

- Knowledge of
 1. Child Development
 2. The North Kingston Community
 3. Issues related to poverty
 4. Violins/Cellos
- Experience working with committees
- Experience with groups of children
- First Aid and CPR training
- Health and Safety Certificate
- Food Safety Certificate

JOB DUTIES AND RESPONSIBILITIES:

The site coordinator will demonstrate the highest standard of professionalism in a kind, respectful and compassionate manner at all times while interacting with the students, their families, staff, volunteers and program partners. They will model the principles and philosophy of *Sistema Kingston* in all activities.

Site Responsibilities:

- Liaise with school office and staff to ensure cooperative space sharing.
- Coordinate and participate in the set up and take down of the *Sistema Kingston* space in preparation for the program daily.
- Leave the shared space in good readiness for the school the following day.
- Ensure that all instruments are safely put away at the end of daily programming, and that food areas are clean.
- Ensure that all students are properly dismissed each day.
- Ensure all health and safety policies are followed.

Communication:

- Be first point of contact for parents, staff, and volunteers during program operation.
- Be available to trouble shoot and critically think through situations that arise using positive respectful communication with all stakeholders (students, families, staff, volunteers, and program partners).
- Offer positive support and communication to students, families, staff, volunteers, and program partners.
- Hand out, collect, and maintain current information and forms on all students, family, staff, volunteers, and equipment in accordance with privacy requirements.
- Communicate regularly with the Queen's Community Music Director, identifying issues/concerns in a timely manner.
- Provide a regular written program report at *Sistema Kingston* Executive Committee meetings.

Staff and Volunteers:

- Schedule and replace as necessary.
- Ensure all timesheets are accurately completed and handed in.
- Ensure all emergency information forms are current, available and stored appropriately.
- Provide administrative support as necessary.
- Participate in evaluations.
- Participate in interviewing as required.

Students and Families:

- Maintain current information and appropriate storage of all administrative forms related to students and families, including, but not limited to attendance, emergency health and family information, pick up arrangements, incident reports.
- Follow all Behavior Management Policies.
- Support instructors with student management.

Administration:

- Liaise with Joe's M.I.L.L. to ensure the instruments are kept in good working condition.
- Maintain accurate and properly stored paperwork related to staff, volunteers, students, families and program partners.
- Take inventory, order and maintain all supplies related to programming.
- Other related tasks as assigned, funding permitting.

FINANCIAL DETAILS:

- The On-Site Coordinator will be employed by Queen's Community Music at Queen's University on a Casual Staff contract.
- Hourly rate of pay will include vacation pay, and is subject to statutory deductions.
- Payment will be made on a bi-weekly basis by direct deposit, following the submission of accurate time-sheet reporting each pay period.



RESIGNATION OR TERMINATION OF CONTRACT:

- Any and all materials belonging to *Sistema Kingston* (including copies of any documents containing confidential or proprietary information) will be returned promptly upon the employee's resignation or termination, or upon request.
- Either the employee or *Sistema Kingston* may terminate this agreement with 3 weeks notice without prejudice. As a contracted worker, the employee is not entitled to severance pay. Termination for just cause will be without notice.
- If any part of this agreement is determined to be unenforceable, all remaining parts of this agreement will nevertheless remain in full effect.

OTHER INFORMATION:

- The employee will be responsible for adhering to all Policies and Procedures including, but not limited to, Behavior Management, Confidentiality and Social Media Policies, Code of Conduct, Crisis Intervention and Security for Students and Staff.
- The employee will be provided with the Staff Manual.
- The employee will be required to acknowledge that they have reviewed the Code of Conduct, Confidentiality and Social Media Policies as well as the Crisis Intervention and Security Policies, by signing the appropriate waivers.

If you believe you are qualified in terms of education and experience as well as temperament and personality, please submit via hard copy or electronic format, a cover letter which addresses why you are interested in working at *Sistema Kingston*, your availability to interview on August 6 and 7, a resume which includes work and volunteer experience, and 2 letters of reference to:

Hard copy submission: Queen's Community Music
ATTN: *Sistema Kingston* Committee
Harrison-LeCaine Hall, Rm 207
Queen's University
Kingston, ON, K7L 3N6

Electronic submission: community.music@queensu.ca

Inquiries: community.music@queensu.ca or 613-533-2934

Application Deadline: Wed. July 29, 2015, 4:00 pm

Anticipated Interview dates: August 6-7, 2015

We appreciate and thank you for your interest in *Sistema Kingston*.