



## **Kidznotes, Inc.**

### **Position Description: Program Assistant**

#### **ABOUT KIDZNOTES**

Our vision is to be a catalyst for social change that uses music to build a thriving network of children, families, and partners in which the passion for music unleashes the human potential to transform lives and communities. The foundation of our vision is our commitment to embrace and value diversity, excellence, and collaboration in our daily lives. Our core values are Collaboration, Empowerment, Rigor, Diversity, and Joy.

Kidznotes provides music instruction twice weekly from 2:30 PM - 4:15 PM for grades 1-2 through its site-based Mozarts program at three schools within Durham Public Schools and up to 4 days weekly for grades 3-12 from Tuesday-Thursday from 2:30 PM - 7:00 PM (respectively) at the Nucleo located at Fayetteville St. Elementary School.

After-school care is provided up to 2 hours before music instruction begins each day, including snacks, homework help, enrichment activities, and recess. These programs run from September to May and include regularly scheduled internal and external student performances and events.

#### **POSITION SUMMARY**

Kidznotes is seeking Program Assistants to support the Kidznotes Program Team in ensuring a positive, safe, and enriching environment for registered students at Fayetteville Street Elementary School, our Nucleo. This part-time, 12-18 hours, non-exempt position is based in Durham, NC, and reports to the Program Manager.

#### **PRIMARY RESPONSIBILITIES:**

##### **Administrative Duties**

- Act as the initial point of contact for volunteers, guests, parents, etc., who visit the Nucleo.
- Actively monitor parent communications during Nucleo hours through the Kidznotes texting platform.
- Offer reliable and prompt logistics support to the Program Manager.
- Maintain accurate data tracking of attendance and notify the Program Manager of emerging trends about student retention.
- Oversee daily student intake, snack distribution, homework assistance, recess, class transitions, dismissal, and attendance tracking.
- Assist Program Manager in managing musical instrument inventory, including collecting and filing student instrument contracts, recording instrument assignments in the



inventory database, and monitoring that students appropriately care for their instruments during program hours.

- Deliver information to parents under the direction of the Program Manager about upcoming events or required paperwork in person, as well as by creating flyers, emails, and text alerts through the texting platform.
- Report parent concerns immediately to the Program Manager.
- Support other duties and programs as assigned.

### **Community Partnerships & Performances**

- Assisted in planning and producing Kidznotes' Nucleo concerts and special events on-site and in the community in collaboration with the program manager and program director.
- Act as a chaperone for off-site performances and community events as needed.
- Work with the Program Manager to oversee the coordination of volunteer registration and duties while at Kidznotes.

### **HOURS & WORK LOCATION:**

- **Active Period:** Mid-August through early May
- **Hours (flexible scheduling available):** Monday/Wednesday 2:30 PM - 7:00 PM; Tuesday & Thursday 3:00 PM - 7:30 PM; 12-18 hours per week
- **Location:** Kidznotes Nucleo at Fayetteville St. Elementary School at 2905 Fayetteville St, Durham, NC 27707.

### **POSITION REQUIREMENTS**

#### **Required Qualifications**

- Experience managing large groups of children in a public school setting.
- Experience with youth programming execution and administration, preferably in after-school or summer camp programs.
- Demonstrated ability to interface with diverse audiences and communities (students, parents, families, and community partners).
- Model a proactive, collaborative, and solution-oriented work style.
- Excellent verbal communication skills.
- Certification in First Aid/CPR will be required (paid for by Kidznotes).
- Ability to lift approximately 30 lbs.

#### **Preferred Qualifications**



- Experience with Google Workspace or similar student information management software.
- Demonstrate familiarity with Kidznotes' mission of social change through music.
- Bilingual in English and Spanish strongly preferred; ability to flex communication style to address multiple cultural environments.

#### **COMPENSATION & BENEFITS:**

- The position starts at \$15-20/hr, commensurate with experience.
- This is a non-exempt, part-time position that does not qualify for benefits.

#### **APPLICATION PROCESS:**

Please submit your cover letter and resume to Aubrey Wellfare, Program Director, at [jobs@kidznotes.org](mailto:jobs@kidznotes.org).

Offer of employment is contingent upon a successful background check.

#### **DIVERSITY STATEMENT**

Kidznotes is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. We make all Human Resource decisions without regard to race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, disability, veteran status, genetic information, or any other class protected by state or local law.