



**Position Title: Voice Instructor**

**Reports To: Site Liaison**  
**Supervises Others: No**

**GENERAL PURPOSE OF JOB:**

The Voice Instructor will work directly with a group of students with the necessary instruction and supplies needed for gaining a basic knowledge of the practice and history of voice instruction. They must also act as a positive role model, coach, and mentor. The Voice Instructor must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students we service as well as a basic knowledge of the fundamental principles of music. Ensuring that Music Changing Lives students reach their potential will take a tremendous amount of hard work, flexibility, and commitment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Voice Instructor must be able to lead a group of 5-15 students in an instructional setting, maintaining high standards for behavior and safety by implementing the various Music Changing Lives activities in these areas:

- Assists in coaching singers in the roles to be performed.
- Preparing pupils to perform their song of choice for the Changing Lives Showcase
- Devise and deliver a teaching programme related to the musical genre as per the students request
- Provide tailored feedback to student, parent or educator as appropriate

1. Vocal Instruction
2. Learning Music
3. Have Knowledge of Performance Art, Dance and Accompanying Skills Where Needed
4. Using Strategies To Teach Voice Lessons
5. Various music activities

**Other Responsibilities:**

- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude.
- Ensure homework assistance, academic enrichments, are being implemented while using curriculum and materials provided by MCL.
- Support students in making positive behavior choices and take disciplinary measures when appropriate.
- Engage children and youth by following, implementing, and assisting in creating lesson plans.



- Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the designated work areas are clean and orderly.
- Promote positive interactions between volunteers and students in accordance with child safety guidelines.
- Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers.
- Identify student needs and communicate to Site Coordinator, teachers, MCL administration, parents, and volunteers as appropriate.
- Commit to a full-year program, demonstrated by arriving on time, every day and completing time cards appropriately.
- Participate in staff development activities.
- Arrives punctually in order to meet responsibilities in site start up and assignments.
- Maintains close communication with MCL Coordinator regarding planned or emergency absences
- Assists in keeping the site clean, including cleaning tables, mopping and vacuuming.
- Maintains the highest degree of confidentiality in staff, student and volunteer matters.

**QUALIFICATIONS:**

- High School Diploma or G.E.D. Required
- Must pass Live Scan (criminal background check via fingerprinting)
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment
- Excellent communication skills (Written and Verbal)

**COMPUTER & EQUIPMENT SKILLS:**

- Word Processing/Data Entry
- Use of Typical Office Equipment