



Position Title: Music Instructor

Reports To: Site Liaison

Supervises Others: No

GENERAL PURPOSE OF JOB:

The Music 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 instruments of expertise. They must also act as a positive role model, coach, and mentor. The Music Instructor must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students we serve 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 Music 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:

- Teaching music theory, aural skills and practical techniques to pupils
- Preparing pupils to perform their song of choice for the Changing Lives Showcase
- Ability to work individually and in a team environment
- Able to manage multiple products simultaneously

1. Instrument Instruction
2. Reading Music
3. Stage Presence
4. Using Strategies To Teach Music
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