

## **Homestead Class Manager Job Description**

**TYPE OF POSITION:** Part Time

**DATE:** November 2020

***Greater Miami Youth Symphony is looking for an enthusiastic and talented Homestead Class Manager to join our team.***

**Hours:** Approximately 5-6 hours per week

### **Responsibilities:**

Under the direction of the Executive Director the Camp Coordinator will lead the planning, organization and implementation of GMYS Homestead classes. They will supervise, monitor, and participate (when needed) in all classes and activities.

### **Major Responsibilities:**

- Recruit and market for programs to reach enrollment goals
- Collect and manage student applications and data
- Proctor Children's Trust assessments and collect the appropriate data for the student to be compiled by the Data Manager
- Collect attendance from each class and following up on absences
- Sending weekly communications to families with important updates and opportunities
- Lead team trainings and meetings
- Keeping teachers informed of important updates, opportunities and other information as needed
- Supervise all aspects of Homestead classes
- Teach or lead activities as assigned
- Maintain good public relations with Homestead families
- Other reasonable duties may be assigned as required by the Executive Director

### **Qualifications:**

**Education or Experience:** High School Diploma and previous experience working with children in a structured environment of some capacity desired.

### **Other qualifications or skills:**

- Residency or current occupation in located in Homestead
- Must be 18 years of age or older
- Desire and ability to work with children
- Strong leadership and supervisor skills
- Ability to accept supervision and guidance
- Ability to lead and teach activities
- Good integrity, character, attitude and adaptability
- Enthusiasm, sense of humor patience and self-control
- CPR/First Aid Certification (provided training by TCT)

If you are interested in this position or know someone who is, please submit a resume to:

Jessica Munch-Dittmar, Executive Director

E-Mail: [jmunch-dittmar@gmys.org](mailto:jmunch-dittmar@gmys.org)