

transcenDANCE is Hiring - Join Our Team!

Program Coordinator

transcenDANCE Youth Arts Project seeks applications from qualified individuals for part-time Program Coordinator position at our new home on the ground floor of an affordable housing complex in Lemon Grove.

The Program Coordinator is a key team member for all program related activities. Through partnering with Youth, Alumni, and Families, Teaching Artists and Program/Administrative Staff, this position is tasked with executing the day-to-day aspects of programs to ensure the safety and wellbeing of our students while maintaining positive relations within the team and with students, families, artists and partners.

This role can be fast-paced while needing to manage competing priorities. It requires a balance of excellent inter/intra-personal skills along with efficient administrative skills and strong organizational abilities.

This is an exciting time for transcenDANCE as we celebrate a new chapter in our story. We are committed to embracing our role in racial equity transformation and are developing and utilizing a strategic plan that prioritizes antiracist policies, practices, and a comprehensive training curriculum for staff, artists, board members, students and alumni. We highly encourage all qualified candidates to apply. We will respond with status updates to every applicant. We look forward to hearing from you!

A complete job description is included with this announcement and also available [here](#).

Applications will be accepted through Tuesday, April 27, 2021.

Send a résumé and letter of interest. In your letter, tell us how you'll put your skills and experience to work with us to provide a safe, creative, and supportive space for youth participation, self-expression and growth.

Send your documents, preferably in **one** PDF to victoria@artcareercafe.com. You may also use this email address to direct your questions about the position.

PROGRAM COORDINATOR

Classification:	Non-Exempt	Status:	Part-time with paid holidays and PTO	Pay Rate: \$18 - \$21 per hour
Department:	Programs	Report To:	Program Manager	

ORGANIZATIONAL OVERVIEW

transcendANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive space during out-of-school time hours and for creative self-expression and adult mentorship.

transcendANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the [Creative Youth Development National Partnership](#) website.

transcendANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing arts. transcendANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been a key component to the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

Equal Employment Opportunities

transcendANCE embraces its role in racial equity transformation and is developing and utilizing a strategic plan that prioritizes antiracist policies, practices, and a comprehensive training curriculum for staff, artists, board members, students and alumni.

transcendANCE provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or

expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION DESCRIPTION

The Program Coordinator is a key team member for all program related activities. Through partnering with Youth, Alumni, and Families, Teaching Artists and Program/Administrative Staff, this position is tasked with executing the day-to-day aspects of programs to ensure the safety and wellbeing of our students while maintaining positive relations within the team and with students, families, artists and partners.

The Program Coordinator ensures that students, alumni, parents, and other on-site participants have key information to access the programs as a key point of contact. Additionally, this role ensures that the proper care of our new transcenDANCE Arts Center in Lemon Grove through studio and community space oversight.

This role can be fast-paced while needing to manage competing priorities. It requires a balance of excellent inter/intra-personal skills along with the efficient administrative skills to manage the documentation for all program aspects, including registration and student/program database information.

This job description is only intended to illustrate the various types of work that may be performed. The omission of specific duties, activities or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ESSENTIAL DUTIES

STUDENT/FAMILY/TEACHING ARTIST COMMUNICATIONS & DATABASE SUPPORT

- Populate the Mind Body database with student, parent, and other information that allows transcenDANCE to keep complete records on those being served through the in-studio programs
- Check students in and out for various classes, workshops, and special events
- Ensure participant safety on-site; execute emergency protocols as needed
- Support monetary transactions through card payments for classes/workshops/events that have fees
- Communicate with students via Mind Body, social media, text, calls to manage RSVPs and share/seek program-related information
- Support and participate in new student and parent orientations
- Assist with creation of program schedule and uphold calendar
- Support Teaching Artist changes including finding substitutes when needed
- Prepare distribution of flyers, handouts, etc.

STUDIO INTEGRITY

- Implement and ensure the implementation of all studio policies and practices for opening, closing and during program hours
- Oversee and implement daily program-related studio organization, cleanliness and space needs
- Enforce and implement practices and policies maintained around Covid-19 safety procedures; wipe down surfaces and floors in between classes for proper sanitation
- Communicate facility issues and needs to the Operations staff person in a timely manner
- Ensure technology & equipment are used correctly in the studios
- Maintain the supply closet, keeping it stocked and organized

OTHER PROGRAM SUPPORT

- Order program-related materials and supplies
- Attend/contribute to weekly Program Team meetings
- Attend and work all organizational events/support where needed
- Support student recruitment efforts with partner schools and through community events
- Attend and supervise outings when needed
- Coordinate student transportation and bus pass distribution as requested

- Coordinate student nutrition (snacks and meals) onsite on program days
- Assist in coordination of student awards, scholarships, graduation activities
- Transport students to events, meetings, classes, rehearsal and performances etc.

POSITION REQUIREMENTS

MINIMUM QUALIFICATIONS

- One-year or more as a program coordinator or in a similar, relevant position
- Ability to work with diverse groups of people: students, families, staff, artists
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Proactive and team spirited
- A valid California drivers' license
- Access to a vehicle for errands and student transportation, as needed*

IDEAL CANDIDATES

- Are familiar with Creative Youth Development Values & Practices
- Have experience with Mind Body database
- Have experience or knowledge in the performing arts
- Have Spanish speaking abilities

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Work is performed at the Lemon Grove campus in the office, studios and community room spaces. Some administrative work may be performed remotely, but a consistent presence at the transcenDANCE Arts Center is needed during program hours.

EXPECTED HOURS OF WORK

20-25 hours per week. 3:00pm - 7:30pm Tuesday - Friday and 8:30am-1:00pm on Saturdays.

TRAVEL

Occasional travel within Lemon Grove, San Diego and its environs for trainings, supply runs, transporting students and community engagement

* Following a conditional offer of employment, a motor vehicle record check will be conducted on all final job candidates as driving a motor vehicle is an essential function of this position.