

MASTER CHORALE

Title: Youth Chorus LA Site Coordinator

Reports to: Youth Chorus LA Director

Compensation: \$20/hr., 3-4 hrs./week

Summary of Duties:

The Los Angeles Master Chorale seeks to hire two (2) Site Coordinators to provide supervision and administrative support to the Chorale's program, Youth Chorus LA (YCLA), a community-based, free, after-school choral program serving historically excluded neighborhoods of Los Angeles.

Essential Duties, Responsibilities, Functions:

We are seeking reliable and organized Site Coordinators to assist with twice weekly YCLA rehearsals, Saturday All-Sings (one/month), and performances. Site Coordinators will provide support to the YCLA Director by managing student sign-in/sign-out, updating the attendance records, collecting and organizing forms, and distributing music, badges, and other materials. Additionally, they will supervise singers during breaks and offer support during rehearsals and monthly field trips. Ideal candidates will be dependable and have excellent interpersonal skills.

Qualifications:

Ideal candidates are punctual and organized; comfortable with technology and social media platforms (such as BAND); have strong communication skills particularly when working with children and families; are able to work effectively in a team setting; have experience working with children or in educational settings; have reliable transportation to and from rehearsal locations; are able to maintain confidentiality and handle sensitive information; are ideally bilingual in English and Spanish.

Locations:

- *Lucille Roybal Allard Elementary School (Huntington Park)
Mondays and Wednesdays (3:00-4:30pm)*
- *Soto St. Elementary School (East LA)
Tuesdays (2:30-4:00pm) and Thursdays (3:00-4:30pm)*

Application Process:

Please submit a current résumé via this [form](#).

