



After School Program Coordinator

We currently seek an After School Coordinator to support the Progressions after school music program at our school sites in the Franklin-McKinley School District.

Roles and Responsibilities

- Coordinate administrative and logistic functions of snack time, homework center, and daily attendance.
- Act as positive role model and advisor to students
- Support general Progressions outreach, marketing efforts, and data collection.
- Coordinate weekly with other Progressions coordinators for continuous program assessment and planning.
- Coordinate school site, other after school programs, and Progressions calendars to sync effectively.
- Attend orientation, professional development, and regular staff meetings.

Qualifications

- Strong knowledge of child development and culturally responsive teaching
- Interested in how music education and creative youth development intersect
- Punctual, self-starter, and flexible.
- Strong communication & organizational skills and a patient demeanor
- Upon hiring: TB test, FBI fingerprint, and mandated reporter training required
- CPR and First-Aid certification (optional)

Work Hours

- 6 -12 hours per week during the school year (2-4 days per week, 2-5pm Mon-Thur)
- Some Saturday mornings, weekends and evenings (for concerts or field trips)

Pay

- \$18 per hour

Start Date: August, 2021

To Apply: Submit a cover letter and a resume to hugog@sanjosejazz.org

SJZ is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, creed, national origin, ancestry, genetic information, sex, age, marital status, sexual orientation, gender (including pregnancy and related conditions) gender identity, gender expression, mental and physical disability, medical condition, military or veteran status, or any other characteristic protected under federal, state, or local law.