



Job Title: Teen Program Coordinator
Reports To: Director of Programs
Status: Hourly – Full Time/Non-Exempt
Location: Central Library, Downtown Buffalo (Some remote work available)
Summary: The Teen Program Coordinator serves as the lead coordinator and facilitator for two major Arts for Learning programs: ArtWorks and Young Generations. The Teen Program Coordinator will be highly organized and detail-oriented and a strong relationship builder who is flexible to the needs of the youth participating in the program(s). Arts for Learning WNY seeks to hire candidates with a diversity of experiences and perspectives in respect to race, gender, and geography. We believe that our board, staff, and teaching artist roster should reflect the beautifully diverse community that makes up Buffalo and Western New York. People from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply.

ESSENTIAL DUTIES & RESPONSIBILITIES:

ArtWorks Program Administration (30%) and Facilitation (15%)

ArtWorks is a paid creative arts-based job training and college readiness program for Western New York high school students, ages 14-18. Students are hired as paid apprentices to train under Teaching Artists, who mentor the youth in an art form while teaching them skills transferable to any future workplace or college. ArtWorks runs as a 24 week after school program and as a 6-week summer program. Strong administration skills are critical to the success of this program. Some administrative duties can be completed remotely. Duties include but are not limited to:

- Recruitment of Teaching Artist and Apprentices
- Coordinate weekly meetings between A4L administration team and ArtWorks Teaching Artist to establish goals for the week and assess timeline for semester.
- Coordinate with community partners to establish a professional learning plan for apprentices that highlights workforce development skills.
- Responsible for any program related budgeting, reporting, evaluation, and documentation in relation to grants or sponsorship funding.
- Develop and implement an ArtWorks Alumni Network to keep apprentices connected to A4L.
- Communicate with ArtWorks Internship sites to effectively place apprentices at sites that meet their career goals and availability and facilitate ongoing positive relationships between teens and sites.
- Oversee up to 30 teen apprentices each semester including hiring, supervisory duties, disciplinary actions, timecards, and relationship building.
- Prepare apprentices for ArtWorks Showcase at the end of each semester including supporting ideas for display of artwork, practicing public speaking, and developing a run of show that highlights the work of the apprentices.

System of Care Program Administration (20%) and Facilitation (5%)

Our System of Care Programs including partnerships with Family Help Center, Department of Probation, the Erie County Youth Detention Center, and our signature program, Young Generations. Young Generations is a restorative justice-arts program, connecting students ages 13-19 to arts education. This after school program meets in-person at the Arts for Learning office from 4:00-6:00pm and operates year-round, providing an enriching setting and meets the needs of teens. Duties include, but are not limited to:

- Coordinate with Erie County Department of Probation to manage and recruit referrals to Young Generations.
- Record attendance, evaluations and other data for reporting including budgets for Young Generations.
- Work cooperatively with all System of Care representatives and Erie County.
- Schedule qualified teaching artists to facilitate programs for all facets of System of Care programs.
- Utilize Salesforce to record all program bookings following appropriate recording procedures.
- Lead the facilitation of Young Generations including workforce development training, coordinating with teaching artists, and providing a supportive environment for youth who have experienced trauma.
- Establish a rapport between teens, A4L staff, and probation officers.

Office Management, Logistics, and other Administration Duties (30%)

Oversee administrative and logistical components of the Program Department. Duties include, but are not limited to:

- Receive incoming phone calls and emails, maintaining a friendly and knowledgeable demeanor.
- Assist with creating and maintaining efficient systems for file and data management.
- Attends training in Trauma Informed Care and JEDI (Justice, Equity, Diversity, Inclusion & Innovation) to develop professional skills and new implementation strategies for facilitated programs.
- Assist Program Team with bookings, program evaluation/observation, and other duties as needed.

QUALIFICATION REQUIREMENTS:

- 3+ years of experience facilitating teen programs and in an administrative role
- Bachelor's Degree in social work, education, the arts, or another related field

- At least 4 evenings per week (until 6:30pm) are required for program facilitation during the school year and 1 evening per week during the summer. Some weekends required as needed based on program schedule
- Commitment and passion for the mission of Arts for Learning WNY
- An eye for creating efficient systems and tracking details
- Ability to prioritize tasks and flexibility meet competing deadlines
- Ability to develop trusting relationships with diverse individuals of different backgrounds
- Strong oral and written communication skills
- Multilingual candidates are a plus
- Models and practices sensitivity, fair treatment, and acceptance of diversity in all interpersonal interactions.
- Knowledge of Salesforce is a plus but not required

This is a non-exempt, full-time, hourly position with a pay rate of \$41,000 to \$44,000 annually. Benefits include PTO, 12 paid holidays, parking pass, ability to contribute to an employer sponsored 403b retirement plan, and ability to enroll in a staff member only contract for medical insurance on the first day of the month following 60 days of employment.

To apply: Send an email with “Teen Program Coordinator” in the subject line to employment@artsforlearningwny.org. Included in pdf format: resume, cover letter, and three references, that will only be called after a candidate has an interview. No phone calls please.

Arts for Learning is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.