



Make Art Anyway

Job Announcement:	Arts Corps
Title:	Americorps Artist in Service: Teen Program Coordinator
Responsible to:	Teen Programs Manager
Supervises:	20 Youth Leaders
Hours:	40 hours per week
Requirements:	Must be 18-25 years in age, complete a full online Americorps application and be willing to undergo a state and federal criminal background check.

Arts Corps is an equal opportunity employer. People of color, LGBTQ folks are strongly encouraged to apply.

AmeriCorps Project Description:

This year, Arts Corps will be making a deeper investment in our teen programming model, focused on providing high quality arts education and intensive leadership development through the arts. Teen programming, supported by one AmeriCorp member and three teen coordinators, will primarily serve low-income youth of color ages 14-19. The goals of the teen program are to help youth develop advanced level artistic skills in spoken word/poetry, music, performing arts and dance; make classes accessible to students with the least access to arts learning opportunities; foster creative habits of mind among youth participants, and build professional development skills through teen leadership groups, service projects and performances. Member artists will help guide students through a creative journey to help them build their technical skills while developing higher-level thinking skills such as persistence and discipline; courage and risk-taking; reflection; critical thinking; and imagining possibilities.

Key Responsibilities:

Member Key Essential Functions of the Position:

AmeriCorp members play a pivotal role in the implementation of teen programming. Specifically, they support this effort by:

- Lead youth recruitment for all-city arts classes, Spokes Leadership board & Arts Corps teen events at 30 King County high-school and middle schools
- Assist teaching artists in after school arts education classes; including but not limited to, teaching assistance, cultivating family engagement, distributing and collecting essential student documentation and data.
- Develop & co-facilitate curriculum for a 10 week social justice training for 15 Spokes leaders
- Support spokes leaders one-on-one and to set and accomplish their professional and artistic goals for a nine-month period
- Provide coordination and logistical support for community performances and exhibits
- Plan and teach after school arts education classes including creative writing workshops and/or other multidiscipline art forms

Member Additional Duties and Responsibilities:

- Developing and supporting student service projects
- Managing documentation of program as well as dissemination online
- Developing and supporting opportunities for youth voice and leadership
- Manage all social media and communications for teen program
- Coordinate incoming performance request for young artist, communicate with artist and partner and book event
- Cultivate and sustain community partnerships with school staff, community centers and peer youth-organizations
- Attend and represent Arts Corps at community events

Volunteer Management:

- Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project.
- Implement at least three new effective volunteer management practices.



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- Recruit, train and sustain volunteers for teen events such as: Rollathon, Slam series, Open Mics, Showcase, college tours and other events
- Develop and implement mentorship model of local adult artist/allies that will provide individual support to advanced teen artist. Responsibilities include: interviewing, hiring, training and supervising adult mentors on safe practices with youth
- Execute a volunteer thank you celebration at end of year

Qualifications required for this position

- Current practice as an artist
- Ability to handle a large load of administrative duties
- One or more years working with youth in a school or after-school environment
- Experience planning and coordinating events
- Passion for social justice; ability to create positive relationships
- Personal or professional experience in diverse communities
- Strong leadership & facilitation skills
- Strong multimedia skills; well-organized with good interpersonal skills
- Ability to problem-solve and approach situations creatively
- Responsible, process oriented and detailed
- Strong organizational skills and the ability to handle multiple tasks
- Ability to work independently and collaborate as part of a team
- Effective written and oral communication skills
- Ability to make sound decisions in a manner consistent with the essential job functions
- Ability to handle last minute requests and changeable situations easily and calmly
- High levels of persistence and demonstrated capacity to learn from mistakes and work through challenges
- Willingness to undergo a criminal background check (local and federal).

Desired for this position:

Experience in community organizing with a social justice lens, community service and/or volunteerism and public speaking experience. Member needs to have strong organizational and administrative experience, the successful candidate will be self-motivated, work with a positive attitude, have clear and open communication with all Arts Corps staff, and integrity in work. Member will strive for improvement, desire to take on increased levels of responsibility and discover better and more efficient ways to do the work.

Location and Hours of Service:

Service year begins September 1st 2015 through July 15th 2016. Member will be based out of the Arts Corps Office located in the Youngstown Building in West Seattle but will be working in community centers and schools across the greater Seattle region. Member will be responsible for fulfilling 40 hours a week, with varying evening and weekend hours.

Application Process:

- Must complete online Americorps Application and two complete reference checks
<https://my.americorps.gov/mp/listing/viewListing.do?id=55951&fromSearch=true>
- Please send resume and cover letter to mail to fa@artscorps.org

Applications turned in before July 8th will be prioritized.