



Program Coordinator – Job Description

The strength of our programs is a reflection of how well we are fulfilling our mission. The role of Program Coordinator is extremely important since they are responsible for being a liaison between our teachers, students, parents, program hosts, community partners, and the public. The activities encompassed in this position include After School Program Pre-Launch Activities, Instrument Drive Activities Communication & Coordination, Calendar Management, Managing Program Visits and Tracking Success. Below is a more expanded list to provide a deeper understanding of the role and its great importance.

After School Program Pre-Launch Activities

- Teacher Orientation (6 weeks before)
- Program Orientation (4 weeks before)
- Student & Parent Applications (3 weeks before)
- Prep Teacher Bins (2 weeks before)

Instrument Drive Activities

- Teacher Instrument Request Forms (6 weeks before)
- School Engagement Orientations Complete (4 weeks before)
- Coordinator Check In #1 (2 weeks in)
- Coordinator Check In #2 (4 weeks in)
- Coordinator Check In #3 (6 weeks in)
- Placement and Reporting (weeks 7 to 10)

Communication & Coordination

Applicants

- Reviewing Requirements
- Visit / Interview
- Orientation

Current Teachers

- Program Launch
- Bi-weekly Feedback
- Testimonial Collection

Program Hosts

- Bi-weekly Feedback
- Testimonial Collection

Workshop / Beyond The Classroom Partners

- Logistics
- Testimonial Collection
- Relationship Management

Ear Candy

- Website Updates
- Newsletter

Donor Engagement

Calendar Management

After School Programming
Beyond The Classroom
Workshops
Instrument Drive Activities

Managing Program Visits

Visitors

Board Members
Funders
Teacher/Workshop Applicants
Public

Frequency

In-School – Once a Month
After-School – Twice a Month

Tracking Success

Student
Parent
Teacher
Program Host
Donor Feedback / Reporting
Ear Candy Database