



## **About SLAM!**

**SLAM! Program Los Angeles**, a project of Community Partners, is a nonprofit, school-based program whose mission is to provide students from underserved schools with accessible, contemporary and tuition-free music instruction. Our program is delivered through a network of volunteer college students, creating opportunities for mentorship and professional development through a shared experience of music. Our program offers a variety of classes at each partnering school, including Piano, Guitar, Percussion, Voice, Music Production, and Rock Band.

## **Core Values**

- *Self-Esteem: The arts build community, which directly enhances students' self-esteem.*
- *Learning: Learning music is not a privilege, but a necessity for a well-rounded education.*
- *Access: Every student deserves access to quality and affordable music instruction.*
- *Musical Expression: Students need a voice that transcends language and dialect.*

***We believe that a strong student-teacher relationship has the power to change lives.***

## **SLAM! at UCLA Program Coordinator Job Description**

SLAM! Program Los Angeles is looking to hire one current University California Los Angeles (UCLA) Student to fill a part-time SLAM! at UCLA Program Coordinator position (10-15 hours/week). The UCLA Program Coordinator will help connect the SLAM! Program Manager to the volunteer SLAM! Executive Board at UCLA and to help in the implementation of SLAM! music programming at a portfolio of school partners throughout the academic year.

Supervised by the SLAM! Program Manager and working with the UCLA Executive Board, the UCLA Program Coordinator will serve 3 key constituencies: college student volunteers, school program participants, and school administration. Program Coordinator responsibilities include, but are not limited to, the following:

## **SLAM! at UCLA Program Operations & Oversight**

- Representing SLAM! Program on campus before, during, and after Program Launch.
- Coordinating student recruitment, enrollment, and attendance tracking for a portfolio of SLAM! at UCLA school partner sites.
- Collecting and maintaining required Volunteer and Student Participant paperwork.
- Monitoring program metrics and tracking student and volunteer evaluation data.
- Maintaining the SLAM! equipment inventory at each assigned UCLA school partner site.
- Allocating each site's budget for volunteer appreciation and supply purchases.
- Coordinating a Final Showcase at each of your school partner sites at the end of each programming session.
- Coordinating optional and additional as needed school partner events such as Open House, Parents Nights, etc.
- Providing as needed, support and staffing for SLAM! Regional Programs.
- Meeting once per week with the SLAM! Program Manager to provide regular SLAM! at UCLA! Program progress reports – and general staff meeting.
- Any other duties, assignments, or special projects assigned to you for benefit of SLAM! Program.



**SLAM! at UCLA Volunteer Support & Leadership**

- Provide support to the UCLA Volunteer Executive Board to ensure a successful program launch.
- Coordinating SLAM! at UCLA volunteer: recruitment, retention, training, and onboarding.
- Being on site at 2-3 School Partners each week to provide support to SLAM! at UCLA volunteer instructors.
- Support the ability of SLAM! at UCLA Volunteers to effectively engage and connect with students while participating in a SLAM! Program.
- Substitute teach for any absent SLAM! volunteers during programming in the event that no other substitute volunteers are available.
- Ensure SLAM! volunteers understand and comply with district and school-specific policies and procedures.
- Any other duties, assignments, or special projects assigned to you by the Executive Director for benefit of SLAM! Program.

**Work Schedule**

Below is a sample schedule of what a typical workweek might look like. Typical schedule will be determined by the ability to provide staff coverage across SLAM! at UCLA school partner sites.

Sample Schedule	Mon.	Tue.	Wed.	Thu.	Fri.	Total Hours
Program Coordinator	Site Visit 2:30 – 5:30 PM	Prep. Work 2 Hours	Site Visit 1:30 – 4:30 PM	Prep. Work 2 Hours	Staff Meeting 10:00 AM – 12:00 PM Site Visit 2:30 – 5:30 PM	15
Program Coordinator	Prep. Work 2 Hours	Site Visit 2:30 – 5:30 PM	Prep. Work 2 Hours	Site Visit 2:30 – 5:30 PM	Staff Meeting 10:00 AM – 12:00 PM Additional Work 3 Hours	15

**Qualifications**

*Candidates must meet the following criteria:*

- Enrolled as a University of California Los Angeles Student.
- Experience delivering programming to youth or teens ranging from K-12 in some capacity – tutor, after school instructor, summer camp counselor, youth group, etc.
- Experience interacting with diverse communities and integrating into an existing community.
- Strong interpersonal communication skills, both oral and written.
- Excellent organizational skills, computer savvy and ability to do paperwork.
- Strong attention to detail and ability to multi-task.
- Must present proof of negative Tuberculosis skin test (Mantoux) dated within 6 months prior to beginning employment.
- Must pass a criminal background check (Live Scan fingerprinting) prior to beginning employment.
- Must have reliable transportation.



*The ideal candidate will possess some or all of the following*

- Experience as a SLAM! Program Volunteer, teaching classes in any or all of the following – Piano, Guitar, Percussion, Songwriting, Vocals, Music Production, or Rock Band.
- Bilingual is a huge plus
- Exposure to or interest in social entrepreneurship or community organizing

**Compensation**

- \$12/hour.

SLAM! Program Los Angeles, a fiscally sponsored project of Community Partners, is an equal opportunity employer. For more information, visit [www.slamprogram.org](http://www.slamprogram.org).

To apply, please submit resume and cover letter to **Adam@Slamprogram.org**. Applications accepted until position is filled.