

## Job Description

<b>Job Title:</b> Site Supervisor	<b>Job Code:</b> SS17S	<b>Last Rev Date:</b> 11/20/17
<b>Reports to:</b> Program Coordinators		<b>Job Family:</b> Paid Internship
<b>Level/Grade:</b> Internship		<b>Stipend:</b> \$500
<b>Job Purpose:</b> The purpose of the Site Supervisor is to advance the high quality of Rosie's House music education by ensuring that administration, faculty, students, and parents have access to the resources necessary for student learning and growth. The Site Supervisor reports to the Program Coordinators and works with all organization employees and clients.		<b>Hours:</b> Two days per week. Classes are Tue-Fri 3:30 - 8:00 pm; Sat 9:30 am - 2:00 pm. Additional hours may be required for special events. Spring internship begins January 16 and ends May 12. The week of March 13-17 there are no classes.
<b>About the Organization:</b> Rosie's House is a tuition-free music academy for children ages 5 to 18. <b>Our mission</b> is to give the underserved youth of greater Phoenix the gift of music education by providing instruments and free instruction. Through music we encourage discipline, offer hope, and help students reach their full potential. At Rosie's House we offer group and private lessons in strings, piano, brass, woodwinds, choir and Mariachi with performance opportunities for all.		
<b>Primary Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• Manage logistics of daily school operations, including classroom set-up, shut-down, student check-in/out, instrument loans, and donation intake</li><li>• Communicate daily with students and families</li><li>• Respond to student and faculty needs during music school hours</li><li>• Assist in development and implementation of community volunteer program</li><li>• Collaborate with Program Coordinators and Parent Committee to organize campus special events</li><li>• Manage student data in Salesforce.com database</li></ul>		
<b>Knowledge and Skill:</b> <ul style="list-style-type: none"><li>○ Ability to manage multiple demands and deadlines</li><li>○ Ability to work independently and take initiative</li><li>○ Good intercommunication skills</li><li>○ Strong organizational skills and attention to detail</li></ul>		
<b>Education &amp; Certification Requirements:</b> <ul style="list-style-type: none"><li>○ High school diploma and working toward an undergraduate or graduate degree in the fields of music, social justice or nonprofit.</li><li>○ Ability to speak and understand Spanish is strongly preferred but not required</li></ul>		
<b>Learning Opportunities:</b> <ul style="list-style-type: none"><li>➤ At the end of internship, Site Supervisor will have gained hands-on experience running the daily operations of a non-profit community music school. Transferrable skills include volunteer management, event coordination, database management, bilingual interpersonal communication, problem solving, adaptability.</li><li>➤ Site Supervisor will gain knowledge of Salesforce.com functions and applications. Salesforce.com is a cloud based database that is currently ranked the most innovative company in America by Forbes magazine.</li><li>➤ Training includes a mandatory orientation.</li></ul>		
<b>How to Apply:</b> Send resume and cover letter to <a href="mailto:program@rosieshouse.org">program@rosieshouse.org</a> . All questions may be directed to the same email address. Applications will be accepted until Dec. 27th, 2017.		
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills.		