

## Job Announcement



Position Title:  
Program Intern

Reports to: Program & Community Engagement Director  
Job Family: Non-Exempt, Hourly

Last Rev Date: 9/9/19

**About:** Rosie's House: A Music Academy for Children is a nationally recognized free afterschool music program for students from low-income families. Rosie's House believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community. Certified by the National Guild for Community Arts Education, Rosie's House provides over 500 students, ages 5-18, with instruction in strings, winds, piano, and ensemble opportunities in winds, strings, mariachi, and choir. Rosie's House is a creative youth development program that utilizes music education to achieve youth development goals.

Rosie's House employs six full-time staff and 23 part-time highly trained music educators. Rosie's House is seeking a passionate young person interested in the social profit sector to join the Rosie's House team.

### Primary Functions and Responsibilities

#### Program Coordination

- In conjunction with team, launch the new Kid's Café Healthy Food Program
- Coordinate the Kid's Café Healthy Food Program
- Facilitate logistical needs to deliver Kid's Café Healthy Food Program
- Complete Kid's Café Healthy Food Program compliance forms and ensure adequate record-keeping

#### Communication

- Actively communicate with supervisor the status of Kid's Café Healthy Food Program
- Positively communicate with users (youth ages 5-18) and parents/caregivers who are participating in Healthy Food Program

#### Report

- Compile weekly paperwork cataloging youth usage of Healthy Food Program

#### Site Integrity

- Ensure Kid's Café space is organized in a manner consistent with Rosie's House Brand
- Create positive experiences for Rosie's House youth and families
- Support logistical needs for concerts, recitals and community events

#### Other

- Contribute to the success of organizational and strategic goals through 1) generation of ideas and 2) execution of strategy in coordination with Rosie's House staff and faculty.
- The above statements are intended to describe the general nature and level of work being performed. Other duties as assigned.

Education, Experience and Other Requirements:

Required

- 17+ years of age
- At least 1-year direct experience volunteering or working in a Community, School, and/or Church setting or equivalent

Preferred

- Bi-Lingual in English/Spanish

Pay and Hours

Hourly rate is \$11 an hour. Position is for the 2019-2020 Program Year running Sept. 24, 2019 - May. 16, 2020. Schedule will require weekday evenings as well as some weekends for recitals, and events. Standard schedule will be Tues/Wed/Thurs 3:30 - 7:30 p.m.

How to Apply

Send cover letter and resume to [info@rosieshouse.org](mailto:info@rosieshouse.org). All questions may be directed to the same email address. Rosie's House respects, values, and welcomes diversity in our workforce. We welcome candidates of varied backgrounds, capabilities, perspectives, social identities and gender expressions. Rosie's House is an equal opportunity employer.

The above statements are intended to describe the general nature and level of work being performed. Other duties as assigned. Employment is contingent on:

- Ability to receive/maintain a fingerprint clearance card