



York County Library System
In partnership with the
School District of the City of York

JOB DESCRIPTION

POSITION INFORMATION

Title:	Music Enrichment Provider	Supervisor:	Program Manager
Location:	York City Schools	Lead Staff:	Site Coordinator
Department:	After School Program	Classification:	Part-Time/Non-Exempt
Pay Rate:	\$20.00/hour	Hours:	6-8 hours per week
Schedule:	August 2017 – May 2018; Monday–Thursday 4pm - 5:30pm, per the ASP schedule		

GENERAL DESCRIPTION

The Music Enrichment Provider is responsible for the creation and implementation of programming including music review, instrument instruction support and special events development.

EDUCATION & EXPERIENCE REQUIREMENTS

- College experience in Music Education preferred.
- Candidate must have experience working with elementary aged children; Tutoring experience preferred.
- Musical skills with more than one instrument are necessary.
- Experience in teaching music preferred.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

Candidate must be flexible, have excellent communication skills and enjoy interacting with students, parents, and staff in a respectful and courteous manner. The ideal candidate must be reliable and enjoy being a team player. The candidate must assist in gathering and maintaining student and program data while maintaining confidentiality. Computer proficiency is required to compile reports, correspond via email, and track attendance.

DUTIES AND RESPONSIBILITIES

- Responsible for creating and delivering a music coaching program for small groups of K-8 students.
- Provide a safe, quality, and fun environment for the students.
- Provides coaching one-on-one or in small groups.
- Interact with staff, parents, and students, addressing any questions or concerns in a professional manner.
- Assist other program providers as needed.
- Manage behavioral issues and maintain a positive environment.
- Assist in collecting data for the program and prepare reports as needed. This includes compiling and maintaining confidential student data.
- Responsible for tracking the daily attendance of assigned students.
- Attend onsite and offsite meetings as scheduled.
- Other duties as assigned by the Program Coordinator or Site Coordinator.

ADDITIONAL INFORMATION

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
