



Title: Fine Arts Coordinator
Department: Youth Development Services
Supervisor: Appleton Branch Director
FLSA: Non Exempt

Position Overview

The Fine Arts Coordinator will be responsible for implementing programs that enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Will provide the youth opportunities for participation in community based events in the arts, drama and dance activities.

Roles and Responsibilities

- Plan and oversee the administration of the Fine Arts programs and activities that support the Youth.
- Plan, develop and implement art, drama and dance activities at the club to engage youth in the arts and to develop cultural awareness.
- Use fine arts to engage youth in a process of continuous growth and self-awareness
- Establish Clubhouse program objectives consistent with organizational goals and mission.
- Oversee the provision of the day-to-day Fine Arts program activities in accordance with established standards and goals.
- Demonstrate leadership to assure good conduct, safety, and development of members.
- Help youth discover their passions and steer them into structured programs
- Ensure the evaluation of Fine Arts programs on a continual basis and ensure the programs respond to member needs and address their gender and cultural diversity
- Oversee proper record keeping and reporting including activities and events conducted
- Assist in the bussing and transportation of members to the club after school
- Participate in late starts at school sites
- Assist with any of the organization's special events

Qualifications – require a majority combination of the following

- Bachelor's Degree in Art, Youth Development or related field preferred.
- Three years' experience in facilitation, developing and implementing programs for youth and higher risk youth
- Demonstrated leadership skills and the ability to motivate and inspire
- The ability to exude confidence and maintain control of a safe and positive youth development environment.
- The ability to work independently and efficiently
- The ability to supervise part-time staff, volunteers, and interns.
- The ability and desire to work with youth age 6 to 18 in a variety of environments, including one-to-one, small group, and large group settings.
- The ability to communicate clearly, both verbally and in writing.
- Advanced knowledge of some or all the following: child and adolescent development, behavior management techniques, principles of effective youth development programming, and CPR/First Aid.