

## Position Description: Afterschool Coordinator, Childsplay



Childsplay - a professional theatre organization committed to creating theatre opportunities for all young people - seeks a motivated, proactive individual to join our education team. This part time position will coordinate and manage afterschool arts integration and theatre education programs for Childsplay, working with schools to design projects, with teaching artists to create curriculum arcs, and with the Education team to provide evaluation and support. The afterschool coordinator will manage the portfolio of afterschool programs from beginning to end, finding new school partners, creating programming and curriculum, hiring teaching artists, and evaluating programs. The person that holds this position will be a critical part of

the Childsplay Education Team, working with both artists and school sites to make sure that students around the valley have access to quality free after-school programming in the arts.

### Responsibilities

The Afterschool Coordinator will provide daily programmatic and logistical support for Childsplay's afterschool programs, including but not limited to the following activities:

- Manage Childsplay's portfolio of Afterschool programs
- Collaborate with teaching artists to create curriculum, and evaluate progress of afterschool programs
- Create project support materials
- Create and maintain program calendars and teaching schedules
- Prepare and monitor monthly department budgets, including invoicing and payroll
- Collect and track data related to Childsplay programs
- Provide content and logistical support for teaching artists
- Collaborate with teaching artists to create curriculum arcs and learning goals
- Cultivate ongoing relationships with new and returning administrators and schools
- Grow Childsplay's afterschool programming into new schools and districts
- Teach in programs as needed
- Collaborate with Education staff to create and facilitate Teaching Artist Development programs
- Other duties as assigned

### Qualifications

The ideal candidate will possess

- A passion for education, theatre, and Childsplay's mission as well as a healthy sense of humor
- An understanding of schools, teachers, and the current education landscape
- Working knowledge of the state and national standards (prek-8 and the arts)
- Working knowledge in youth development theory and practice
- Strong writing, communication, and computer skills
- Strong lesson planning and curriculum designing skills
- Experience managing and growing programs
- Three or more years of experience and/or training as a teaching artist
- BA degree in a related discipline i.e. theatre, education, non-profit management or equivalent
- OR equivalent combination of education and experience
- A car and be willing to travel to schools around the Phoenix area
- A valid driver's license and fingerprint clearance card are required

## You'll Be A Great Fit if:

- You love managing a project from beginning to end
- You are confident representing an organization in public
- You stay cool under pressure
- You are an outstanding juggler and can keep many balls in the air
- Walking into a room full of young people lights up your day
- You are a good listener and observer
- You are self-motivating
- You are comfortable at a negotiating table
- You are solutions oriented, even when the problems that arise are last minute and under pressure
- You love collaborating with others but can also thrive independently
- You are motivated by program potential and growth
- You enjoy helping your colleagues succeed and grow
- You understand the job is not done until you've reflected upon it
- You are able to jump in and teach at a moment's notice
- You can see the forest AND the trees

This is a part-time, 52 week, non-exempt position of 20 hours per week, salary is \$14/hour. Childsplay has a casual office environment and dress code, and unlimited opportunities to develop creative and ground breaking arts education strategies.

No phone calls please, we will contact candidates whose skill sets, education and experience meets the requirements for the job. Please visit our website at [www.childsplayaz.org](http://www.childsplayaz.org) for additional company information. Childsplay is an equal opportunity employer and we value the diversity of our ensemble along with the community we serve. Due to our work in the schools and with young people, all serious candidates must submit to finger printing and a background criminal check.

Applicants are expected to submit a cover letter detailing why you think you're the best fit with Childsplay and this position along with a resume and two or three professional references. **Applications will be accepted until January 18, 2016.**

Please send email submissions with the subject line: *Afterschool Coordinator Position* to Korbi Adams at [kadams@childsplayaz.org](mailto:kadams@childsplayaz.org)

Materials can be mailed to:  
Korbi Adams, Director of Education and School Programming  
Childsplay, Inc.  
Campus for Imagination and Wonder  
900 S. Mitchell Dr.  
Tempe, AZ 85281

No FAX submissions please.

Founded in 1977, Childsplay's mission is to create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood that are keys to the future.

Childsplay, Inc. is an equal opportunity employer, and will not discriminate against any employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.