

Quad A for Kids JOB DESCRIPTION

Position Titles: Special Program Vendors

Reports to: Supervising Director



Off the streets and on to life.

DANCERS, WRITERS, PHOTOGRAPHERS, ARTISTS, VIDEOGRAPHERS, SINGERS, DESIGNERS- WE NEED YOU!!!!!!

General Function:

Under the general direction of Quad A for Kids Supervising Director, the On Site Coordinator works for Rochester Area Community Foundation Initiatives, Inc. (Quad A for Kids) and is responsible for working directly with children, parents and school staff and providing daily planning and support to the programs at our partner schools. The Quad A for Kids Child Care Program On Site Coordinator must maintain program with a ratio of 10:1 Students under the age of 10 years old per adult and a ratio of 15:1 Students between the ages of 10 and 13 years old per adult. Major emphasis is on safe environment, quality care, and program excellence for all participants and communicating regularly with parents/ guardians in a professional manner. The Onsite Coordinator must be qualified by training and experience to carry out his/her respective functions in the administration, operation and maintenance of the school-age child care program. The On Site Coordinator is responsible for ensuring that the child care programs convey the mission, purpose, image, and core values of Quad A for Kids.

Qualifications:

Special Programs Vendors must have:

Minimum of two years direct experience working with children under the age of 13 years in an organized and/ or educational setting

Special Program Vendor Openings Include:

- Ballroom Dance Activity Specialist
- Cartoon Comics Artist
- Chorus Voice Specialist
- Dance
- Fashion Design
- Filmmaking Animation
- Photography Digital Media
- Step Activity
- Theater Specialist
- Visual Arts
- And many more!

Compensation:

Special Program Vendor positions are contract based contingent upon skill level and certification.

PROSPECTIVE CANDIDTATES: Please email your resume and cover letter to: stracy@racf.org. **NO PHONE CALLS, PLEASE.**