



SISTEMA KINGSTON IS SEEKING A PROGRAM ASSISTANT (one position, part time)

There are few opportunities as meaningful and rewarding as teaching, mentoring and supporting children from under-served areas who otherwise would never have an opportunity to participate in music learning. **Sistema Kingston** is an intensive after school program in Kingston ON that focuses on positive social change through the pursuit of musical excellence. Using the Venezuelan *El Sistema* as its model, *Sistema Kingston* emphasizes inclusivity and teamwork, builds personal persistence, and fosters creativity and personal responsibility in all its activities. Sistema Kingston runs Monday-Thursday after school at two Kingston elementary schools from October-May.

We are seeking a Program Assistant to join the team at the Molly Brant School site, which serves students in grades 2-6. Team training begins on September 5th, 2023.

RESPONSIBILITIES

Summary: The Program Assistant will be an energetic and nurturing individual who will provide support for children and music Teaching Artists during all Sistema Kingston program hours. Activities will include (but are not limited to):

- Ensure each day starts on time and with good spirit
- Take attendance; follow up with the school office and parents/guardians as needed
- Snack preparation, delivery, and clean-up
- Classroom and behaviour management support
- Assist with student supervision in all contexts during Sistema Kingston program hours and performances
- Support volunteer/practicum involvement
- Work closely with the School/Family Liaison representative from the SK team to support safe student check out daily, engage positively with families and distribute/collect paperwork as needed
- Participation in regular Sistema Kingston team meetings and events
- Model the principles and philosophy of Sistema Kingston in all activities

REQUIRED

- One of Bachelor of Education/Behavior Science Diploma/Early Childhood Education certificate or equivalent training to work with children.
- Work experience with groups of children; experience with special needs or behavior exceptionalities is an asset.
- Police check with vulnerable sector (or willingness to obtain before start of program)
- Physically able to carry up to 20 pounds



SPECIAL SKILLS

- Loves children
- Ability to work independently and in a team environment.
- Excellent communication skills, both oral and written, to communicate effectively with diverse populations in a professional manner and to provide clear and accurate information.
- Ability to prioritize tasks in a fast paced environment.
- Ability to respond diplomatically and sensitively using good judgment in difficult/controversial situations.
- Resourcefulness and creativity, with strong attention to detail and consistency.
- Ability to maintain confidentiality
- First Aid certification is an asset

DECISION MAKING

- Make daily operation decisions and resolve problems within guidelines.
- Assess which inquiries/problems to refer to appropriate senior staff and which to handle to completion.

COMPENSATION

\$25/hour. Approximately 14 hours/week on site from October – May according to the Sistema Kingston schedule (2:00-5:30 M-Th). Additional hours for meetings and events. Training and preparation begin on September 5th, 2023, (Mon-Th) exact schedule TBD. The Program Assistant will be engaged as an Independent Contractor.

APPLY - please submit electronically:

- Cover letter which addresses why are you interested in working at Sistema Kingston and what your availability is for interview between August 15-17, 2023
- Resume which includes work and volunteer experience

To: Karma Tomm, Director, Sistema Kingston

Email: tommk@queensu.ca

Applications received by August 7th, 2023 will receive full consideration. Interviews will take place August 15-17, 2023. Candidates invited for an interview will be asked to provide contact information (telephone and email) for 2 references.