

Youth Art Team brings together students from diverse life situations to complete exceptional works of art through a process that values student voices in decision-making. The mission is to encourage youth to develop their creative potential, empowering both personal and social change through art.

JOB TITLE:

Artist & Volunteer Coordinator

GENERAL INFORMATION:

This part time position (20-30 hrs/wk) supports the mission by providing individualized support for youth artist participants, parents/guardians, and volunteers. Requires occasional evening and weekend work. Responsibilities may include:

COMMUNICATION

- Prepare communications to artists, parents/guardians, volunteers, and others.
- Distribute and collect paperwork for families, volunteers, and drivers.
- Communicate artist and volunteer concerns with the director.

PROJECT SUPPORT

- Recruit and coordinate volunteers.
- Coordinate transportation for young artists, and transport to and from meetings on occasion.
- Support and encourage young artists to complete creative tasks.

COMMUNITY BUILDING

- Imagine new ways for youth artists/volunteers to engage with each other and the community.
- Lead a small group of volunteers to plan events and provide individualized support as needed.
- Mentor one artist (1hr/wk).

Many tasks can be performed remotely or at Youth Art Team Headquarters. Candidates regularly interact with youth, volunteers, and community members. Employment requires approval of the child protection screening process. Attendance at most meetings and events expected.

PERSONAL ATTRIBUTES:

- Highly organized, independent, flexible.
- People person and demonstrated experience working with youth.
- Possess excellent written and oral communication skills.

MINIMUM REQUIREMENTS:

- Reliable transportation, valid driver's license and good driving record. Travel is reimbursable.
- Proof of auto insurance, including liability insurance, required.
- References required.
- Mobility to accomplish position requirements.

REQUIRED SKILLS:

- Demonstrated skills with Google Drive, social media (Facebook, Instagram, Twitter, Snapchat).
- Ability to use Google Voice.

HOW TO APPLY:

- Send resume and cover letter to Heidi Fuchtman (heidi@youthartteam.com) by Nov. 10, 2020.