



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Arts Studio Coordinator

**Reports To:** Arts Studio Director

**FLSA:** Non-exempt – Part-time

**Work Location:** East Area Family YMCA

**Work Schedule:** Schedule will vary; 25 hours/week (days, occasional night and weekend)

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**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Arts Studio Director, the Arts Studio Coordinator is responsible for working with the director and staff in visual art, music and dance programs that will meet the objectives of the East Area Family YMCA. The Arts Studio Coordinator is responsible for organizing and overseeing arts based curricula, summer arts camps (as needed), member relationships/retention, safety of participants and staff, upkeep of the studio, and marketing programs.

**Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

**Arts Studio Programs**

- Assist, teach and/or substitute for arts classes and events.
- Escort students to restrooms.
- Organize and oversee Family Art Nights, home school program, visual arts and dance classes, Active Older Adults and birthday parties.
- Keep Arts Studio clean and organized, including cabinets sorted and labeled and wheels and surfaces dust free.
- Be able to complete ceramic processes independently.
- Assist with materials inventory, upkeep and ordering of the department.
- Assist with finding local artists and installing shows for the Community Gallery.
- Act in a professional manner at all times including personal appearance, speech, and interaction with participants, their families, and other staff.
- Ensure program operates within materials budget and program fees are collected.
- Create, distribute and tally surveys and compile program statistics.
- Create strategies to build relationships with families of children in camps.
- All other duties as assigned by the Supervisor.

**Arts Camp**

- Create documentation for half-day and full day Arts camps.
- Assist in preparing for camp,
- Assist in camps such as 5 weeks of off-site camp in Cazenovia, 4 weeks of Mini Camps and weeks 9 and 10 as a camp counselor.
- Assist with clerical duties in the Arts Studio, such as filing, photocopying, phone calls, emails, etc.

**Marketing**

- Assist with marketing internally and in the community, such as produce print material, email blasts, Facebook, etc.
- Update digital advertising to promote Arts programming.

**Experience and Education:**

- Associate's degree in related field.
- Two (2) years prior experience working in a group setting/environment, and supervision of children participating in arts programs.

**Qualifications:**

- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Knowledge of age appropriate activities and expectations of children.
- Strong Computer Skills in Microsoft Office; proficient in Excel and Word, willingness to learn other software programs.
- Demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Demonstrate leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Demonstrate the ability to observe confidentiality.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- CPR/AED certifications or successfully complete no later than 30 days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete online Youth Protection and Darkness to Light training within 90-days from hire.
- Other related training per the East Area Family YMCA Training Schedule.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The Arts Studio Coordinator is committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, participants, and co-workers
2. The staff team provides safe and age-appropriate activities
3. Build a strong, positive community image

**Physical Demands:**

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in mainly an indoor environment. During camp season some sessions are in an outdoor environment and in a camp group setting. Noise level is moderate.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**How to Apply:**

Interested candidates should respond to Daniela Mosko, Arts Studio Director at (315) 637-2025, ext. 216 or email their application to [dmosko@syracuseymca.org](mailto:dmosko@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than December 18, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.