



Social change through music

BRAVO Youth Orchestras
PO Box 17356
Portland, OR 97217
503.951.7456
www.oregonbravo.org

Job Description: BRAVO Family Coordinator for Sitton

Position Summary:

The BRAVO Family Coordinator is the primary liaison to parents and guardians of BRAVO students, attending the program daily and assisting with attendance, classroom management, and emerging situations such as minor health-related events and student discipline. The Family Coordinator will work under the supervision of the Site Director to contact student families regarding regular program attendance, participation in concerts and special events, and other BRAVO-related business.

Position: Family Coordinator at BRAVO Sitton (9930 N Smith St, Portland)

Reports to: Site Director

Hours: 2-4:30pm Mon - Thurs, 1:15-4:30pm Fri, schedule closely follows the school year

Works closely with: Site Director; Teaching Artists; BRAVO parents/families

Compensation:

- **Wage:** \$15-20/hour, depending on experience and qualifications
- **Personal Time:** 7 hours per year
- **Sick Leave:** Accrued hourly as per City of Portland Protected Sick Time Ordinance

Key Responsibilities:

- Daily participation (M-F) as a member of the BRAVO staff team
- Manages attendance-related communications on a daily basis
- Creates, receives and tracks permission slips for events and field trips
- Serves as liaison to Sitton school staff and SUN staff for communications regarding student participation and well-being
- Participates in professional development with other BRAVO staff
- Participates in weekly staff meetings for continuous improvement
- Attends selected concerts/field trips at the request of the Site Director
- Assists with additional BRAVO projects at the request of the Site Director or Executive Director
- Creates a nurturing, welcoming environment for students and their families

Organization Description: BRAVO Youth Orchestras is a dynamic organization now in its seventh year, transforming the lives of underserved youth through intensive orchestral music education. Launched at Rosa Parks School in 2013, BRAVO serves six priority schools in 2019-20, bringing daily music instruction to schools which have not had music education for years. BRAVO currently serves almost 200 students in daily after-school programs at six schools and another 500 students through in-school programs taught in partnership with PPS teachers.

To apply, please submit a resume, a letter of interest and three reference contacts to:

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Or email the above documents to: cecille@oregonbravo.org