Buffalo String Works Site Manager Job Description

Title: Site Manager
Reports to: Operations Director
Start date: September 1, 2022

Hours: 40 hours/week
Salary: $40,000/year
Review process: The Site Manager will participate in an in-depth annual review with the Operations Director.

Buffalo String Works’ Mission
Our mission is to deliver world class music education to diverse youth that inspires personal and community transformation. We provide rigorous music instruction and a creative home for refugee, immigrant, and historically marginalized youth. We recognize the significance of music as a universal language, and by lifting up the voices of our students and parents, we cultivate youth to be agents of social change.

Our vision: Empowering Young Musicians, Transforming Whole Communities.

Our program is offered tuition-free and we anticipate serving 160 students this fall. We operate during the academic school year and provide summer programming.

Job Description
The Site Manager position encompasses three main roles:
1. On-site program administrative role at 2 new BSW locations. These are likely to be in the Lovejoy neighborhood and at NativityMiguel Middle School.
2. Student leadership and on-site program administrative support at the BSW Cafe, an initiative developed by the BSW Student Council members.
3. Provide social, emotional, and behavioral support to students both on site and via consistent family and school followup as needed.

This Site Manager serves as the primary liaison with families and manages day-to-day logistics at BSW’s new locations, launching in fall 2022. The SM works with BSW’s administrative team to ensure staff, faculty, and families are supported throughout their interactions on-site. The SM has the support of Family Liaisons (interpreters) where necessary.

At the BSW Cafe, the SM facilitates and supervises student-led, structured and unstructured activities. The SM works collaboratively with the Operations Director, other Site Managers, and the Student Leadership Coordinator to meet the evolving needs of students as they mature into teenage years and beyond. The Site Manager supports students on their path of musical and personal growth, reflecting the core values of BSW.
citizenship, rigor, inclusion, and empowerment. Reporting to the Operations Director, the Site Manager position is a year-round, full-time role.

**Site Manager Responsibilities**

- Serve as primary liaison with families
  - Manage student registration and enrollment
  - Manage day-to-day family communication
  - Plan annual family orientation and other family-based activities
  - Concert Management in coordination with Operations Director
- Manage on-site logistics
  - Serve as primary liaison with external, site-specific stakeholders, ex. School personnel, landlords, community center admin, etc.
  - Ensure health and safety protocols are followed
  - Maintain essential program logistics, including daily attendance, student database, instrument database and supply inventory
- Provide appropriate social, emotional, and behavioral supports for students and prioritize student mental health
  - Manage on site support needs for students
  - Liaise with families and schools to ensure off site support as needed
  - Develop and maintain internal behavioral plans as needed, in conjunction with other staff
  - Follow up regularly with all parties involved to ensure consistent feedback loop
  - Support families in seeking additional, long-term support as needed, i.e. academic tutoring, counseling, housing, liaising with schools, etc.

**BSW Cafe Responsibilities**

- Facilitate BSW Cafe time
  - Provide mentorship to students
  - Guide student initiatives by developing students’ abilities to plan, execute, and follow through on their self-generated plans
  - Supervise unstructured BSW Cafe time
  - Ensure health and safety protocols are followed at all times
- Provide wrap-around support including:
  - Basic academic tutoring
  - Basic mental health, i.e. restorative circles, 1-on-1 conversations, etc.
  - Consistent follow-up with families

**BSW Site and Cafe Responsibilities**

- Participate in weekly and monthly administrative meetings
- Participate in ongoing professional development workshops pertaining to child development, cultural humility, and other related topics
- Other tasks as assigned

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Minimum Qualifications (Education, Experience, Skills)

- Bilingual in Spanish and English ENCOURAGED
- Bachelor's degree REQUIRED, 2-3 years of related experience ENCOURAGED
- Community Health Worker Training or equivalent REQUIRED

Please note: BSW will compensate the individual for CHW or other mental health advocacy/support training time and cover tuition if the staff member does not have this training already.

- Strong administrative and networking skills:
  - Experience collaborating with community-based organizations and/or public school systems
  - Proficiency in Google G Suite products and willingness to learn new technology skills
  - Excellent time management and communication skills
  - Ability to communicate and work with multiple constituencies
  - Ability to work well on a team and in a high-pressure, multi-tasking environment
  - Strong background in music education and/or arts administration

- Strong commitment to the ideals and mission of Buffalo String Works
- Awareness of and enthusiasm for the El Sistema music education model
- *Must pass background check*

Work Environment

- Availability to work weekends and evenings for concerts and special events as needed
- Interact regularly with BSW staff, faculty, families and site communities
- Collaborative work environment where decision-making regarding artistic and pedagogical direction comes from Buffalo String Works leadership, Teaching Faculty, and students.

*Buffalo String Works is an equal opportunity employer.*
*We celebrate diversity by committing to creating an inclusive environment for all employees, and actively seek individuals who reflect the communities of color with whom we work.*

To apply, please send a cover letter and resume to Yuki Numata Resnick: yuki@buffalostringworks.org

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