



JOB DESCRIPTION | Kalamazoo Kids In Tune Program Assistant Kalamazoo Symphony Orchestra

PART-TIME JOB OPENING | January 2026

Job Title: Program Assistant
Organization: Kalamazoo Symphony Orchestra
Reports to: Afterschool Program Director
Class: Part-Time, Hourly

The Kalamazoo Symphony Orchestra is seeking qualified candidates for Program Assistant for its Kalamazoo Kids in Tune (KKIT) afterschool and summer programs.

Position Summary:

KKIT is an afterschool orchestra program offered in partnership between Kalamazoo Symphony Orchestra and Kalamazoo Public Schools. At two program sites (Elementary and Secondary) students participate in afterschool group music instruction, sectionals, ensembles, orchestra, electives, and social and emotional learning. KKIT serves students throughout the school year and for six weeks in the summer, with tailored offerings for elementary and secondary students.

The goals of KKIT are attained in cooperation with Kalamazoo Public Schools. The KKIT Elementary program operates as a licensed childcare center with required policies, procedures, and regulations that support and protect students, and which all individuals involved in the program are required to follow and enforce.

KKIT Program Assistants are the staff members primarily responsible for supervising students during meals, transitions, enrichment, and dismissal times, and will support KKIT music faculty during music classes to maintain a positive and productive classroom environment. Program Assistants serve as positive role models for students, supporting students holistically, fostering social and emotional development alongside musical growth.

Primary responsibilities include, but are not limited to:

- Provide caring and responsive support, oversight and mentorship to KKIT students.
- Provide primary support for students during arrival, meals, recreation, and dismissal.
- Provide classroom support during music lessons, orchestra and other activities led by music instructors.
- Coordinate and lead implementation of enrichment activities based on provided lesson plans.
- Adhere to licensing requirements of supervision, sanitation, documentation, and professional development.
- Demonstrate best practices of youth development to contribute to a safe, positive environment
- Assist with planning and implementation of special events including concerts and family nights.
- Participate in planning meetings and training activities with the full staff.
- Participate in professional development on topics including teaching practices, anti-racism, inclusion and equity, trauma-informed practice, student led learning, and more.

Qualifications:

- High School diploma
- Previous experience working with youth

The Kalamazoo Symphony Orchestra is an equal opportunity employer

- Background and medical clearances
- CPR and First Aid certification (support to attain will be provided)
- Proficiency as a musician or experience learning to play an instrument or sing is helpful, but not required
- Commitment to the cause of reducing barriers to involvement in the arts

Working Conditions:

KKIT operates in Kalamazoo Public Schools during afterschool hours during the school year and day-time hours in the summer. Instructors must be able to maintain a high level of energy, focus and positive attitude within a fast-paced, active, and occasionally stressful environment.

The goals of the KKIT program are attained in cooperation with Kalamazoo Public Schools. The partner organizations abide by agreed-upon policies, procedures, and regulations that support and protect students, and which all individuals involved in the program are required to follow and enforce.

The elementary program operates as a licensed childcare facility and all staff must adhere to licensing requirements.

Employee must have access to reliable transportation. Employee must be able to lift up to 25 lbs. and will be expected to set up and clear teaching and rehearsal spaces, including moving equipment. This position is subject to the rules and regulations set forth in the KSO Employee Handbook.

Hours and Compensation:

An average of 12 hours per week during these times:

- School year (mid-September through May), Monday-Thursday between 3:30-6:30pm
- Potential for summer employment, to be determined based on program needs and budget
- Additional meeting, planning, and training hours scheduled as needed. . Benefits include paid personal care time and KSO concert tickets. This part-time position is not eligible for health or retirement benefits.

Hourly compensation for Program Assistants is \$17 per hour. This part-time position is not eligible for benefits.

To Apply:

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, a resume, and a list of three professional references in PDF format to izallar@kalamazoosymphony.com. Apply by 1/23/2026 for best consideration; position open until filled. No phone calls please.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at KalamazooSymphony.com.