Job Title: Digital Media Teen Program Coordinator

Type: Part Time - Schoolyear approximately 8 -10 hours/week; summer approximately 35 hours/week during summer sessions plus planning hours. Summer session dates TBD.

Site: Ann Arbor YMCA: 400 West Washington, Ann Arbor, MI, 48103

OUR CULTURE
Our mission and core values are brought to life by our culture. It’s who we are, who we aspire to be and how we show up every day. We are cause-driven. We don’t just show up, we show up with purpose. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

PROGRAM SUMMARY:
The Digital Media Teen Program in an after school and summer program for teens in grades 6-12 who are interested in creating social change in their community through the art of video production. Participants will learn pre-production, production and post-production processes while gaining skills in scripting, storyboarding, cinematography and more. Digital media programs at the Ann Arbor Y work to provide teens with real world skills that ignite their passions and lend voice to the teen community. Visual Voices participants will, 1) develop technical (camera and audio) skills, 2) identify and address community issues, 3) impact the local community through media production, 4) build and strengthen effective verbal and written communication skills, and 5) develop character that promotes cause-driven leadership to affect social change.

POSITION SUMMARY:
The Digital Media Program Coordinator for Visual Voices will be responsible for designing, planning and implementing Visual Voices program curriculum for youth across Washtenaw County. The Coordinator will work under the direction of the Teen and Volunteer Director and Teen Program Coordinator to deliver program curriculum that serves the mission of teen programs and the Ann Arbor Y. Primary responsibilities include developing and implementing program curriculum, recruiting and registering participants, coordinating schedules between Visual Voices participants and Staff Team Leaders, facilitating dialogue around critical social issues identified by teen participants, and advancing social integration of teens in community.

PRINCIPAL ACTIVITIES:
1. Provide instruction to middle school and high school youth in subject areas related to technology use – specifically cameras, creative software, music software, film editing software, and general word and excel software.
2. Primarily responsible for the development and delivery of activities and implement approved program components
3. Educate participants on critical social issues, as identified and defined by youth participants.
4. Encourage positive social and emotional growth in participants.
5. Assist with the recruitment of participants and staff to participate in the program.

QUALIFICATIONS:
1. At least, six months experience in a youth (ages 11-18) program setting is required.
2. A high school education or equivalent is required.
3. Previous experience working in media and film production and familiarization with editing software is preferred.
4. Ability to obtain and maintain a Chauffer license is required.
5. Multi-lingual ability is preferred.

PROGRAM FACTS:

2020 School-Year Program: Visual Voices
- The School-year program will run in 7-week sessions, meeting twice per week (days and times TBD) on the following session dates:
  - April 20 – June 5, 2020
  - October 26 – December 18, 2020
- Digital Media Teen Program Coordinator will work approximately 8 -10 hours per week during program session dates to deliver program and prepare program schedule.

2020 Summer Program: Media Madness
- Summer program, Media Madness, will run in week-long summer sessions throughout the summer (summer session dates TBD), Monday – Friday, 9 am – 3 or 4 pm, depending on program site.
- Digital Media Teen Program Coordinator will work approximately 35 hours per week for minimum of 4 weeks plus additional planning hours.

HIRING RANGE: $11.15 - $13.50 per hour

BENEFITS: Individual membership ● Program/Child care/Camp fee reduction ● Go!Pass (public transportation)

HOW TO APPLY: Please submit your resume including three references and an Ann Arbor YMCA Employment Application to Abbey Davis, Teen and Volunteer Director, at adavis@annarborymca.org by Tuesday, March 16, 2020. Applicants will be contacted upon application submission with interviews to be scheduled March 18 – 24.

Full job description available upon request.