

WISE FOOL NEW MEXICO
Circus Comes to School Coordinator
Position Description

REPORTING TO: Education, Outreach and Employee Relations Director

COMPENSATION: Hourly at \$20/hr, plus access to studio for training and one free ground class per week

STATUS: Part time 5-10 hours/week for this position plus additional teaching and program coordinating positions.

POSITION SUMMARY:

The Circus Comes to School Coordinator is responsible for coordinating youth programming that occurs in schools through our Circus Comes to Schools program, where Wise Fool coaches bring the benefits of Social Circus to kids to schools in the Santa Fe area. This position also coordinates Teen BUST! and in other settings off-site. This position is an administrative position, managing existing programs which strive to further integrate Wise Fool's social justice and self-empowerment values into youth programming, and expand programs to reach targeted and underserved youth. They act as a representative of Wise Fool, making sure that all inquiries about Wise Fool youth outreach programming are answered promptly. Applicants should have a passion for circus and social justice, and have or be willing to develop experience teaching youth.

PRIMARY DUTIES

Overseeing and directing all programming in the schools and other outreach programs, including, but not limited to:

Scheduling & Administration

- Schedule classes with school representatives.
- In coordination with the Education, Outreach and Employee Relations Director to develop and implement a budget for each youth outreach program
- Work with Education, Outreach and Employee Relations Director to bring students from the Circus Comes to Schools program into studio programming, including marketing studio classes/camps to parents and doing outreach to parents whose children may need tuition assistance
- Maintain 3 "office hours" weekly, primarily engaged in work related to youth outreach programs, but also responsible for answering the phone, assisting anyone who walks in asking for information, and carrying out other front office tasks.

Coach Management

- Hire and contract Instructors, with an eye toward diversity, particularly with respect to race/ethnicity, gender, sexual orientation, age and income.
- Attend and assist Education, Outreach and Employee Relations Director in developing content for lead teacher meetings prior to each session and work with teachers to ensure preparedness & adequate equipment/supplies

- Assist Education, Outreach and Employee Relations Director with teacher evaluations

Outreach & Communication

- Engage in outreach that promotes a diverse student body, particularly with respect to race/ethnicity, gender, age and income. This includes specific outreach to schools, Spanish-speaking parents, and promoting scholarships to appropriate youth.
- Communicate with teachers and parents/guardians about programming in schools
- Host at least one “open house” annually to encourage families of Circus Comes to Schools students and other targeted families to check out the Wise Fool studio and enroll students in programming.

Planning & Assessment

- Assist Education, Outreach and Employee Relations Director with developing curriculum appropriate to Wise Fool’s social circus and social justice focus.
- Assist with the development of “ladders of progression,” i.e. providing pathways for youth students to develop skills that ultimately may lead to teaching/performing work with Wise Fool.
- Assist Education, Outreach and Employee Relations Director with developing short and mid-range goals for youth outreach programs and communicate program needs and goals to grant writing team, assist with grant activity development, and track grant-funded activity for contract compliance.

Performances

- Work with Studio, Fundraising and Marketing Director to ensure video/ photography documentation is created for outreach programs and performances

SKILLS/KNOWLEDGE REQUIREMENTS:

- Experience with youth education and curriculum development
- Strong oral and written communication skills, using google drive and social media
- Experience creating and managing budgets, using Excel or Google spreadsheets
- Experience with hiring, contracting, invoicing and project budget tracking
- Involvement in social justice, anti-oppression, and self-empowerment activities.
- Passion for Wise Fool mission and Wise Fool Studio as a community space.
- Ability to prioritize work, meet deadlines, and shift gears quickly. Must be highly organized and have great attention to detail.
- Spanish fluency preferred, while not required
- Experience teaching/performing circus preferred