



Position Description: P.L.A.Y Site Coordinator

Reports To:	<u>P.L.A.Y. Music Program Director</u>	
FLSA Status:	<u>Part-time Non-Exempt</u>	
Supervises:	<u>N/A</u>	
Date Prepared:	<u>December 2025</u>	Review Date: <u>August 2027</u>

Position Summary

The Winston-Salem Symphony (WSS) P.L.A.Y. Music (Piedmont Learning Academy for Youth) Site Coordinator helps maintain a safe, joyful, and inclusive environment that advances P.L.A.Y. Music students' musical and social-emotional growth between September and May, in alignment with the Winston-Salem/Forsyth County School System's calendar. They may also have the opportunity to support P.L.A.Y. Music summer programming, including summer camps or intensives, as offered.

Serving as the on-site point of contact they oversee on-site logistics (room set-up, transitions, attendance, and materials), support student behavior and safety, communicate with families and school partners, handle basic administrative tasks, troubleshoot issues in real time, and uphold consistent routines, expectations, and program values.

Site Coordinators work closely with Senior Lead TA's, Lead TA's, Assistant TA's, and the P.L.A.Y. Music Program Director to ensure alignment across all P.L.A.Y. Music Teams and to provide holistic support to each student, upholding the El Sistema philosophy of musical excellence, social inclusion, and strong family and community engagement.

Key Accountabilities: Classroom & Other On-Site Support

- Read and follow the weekly lesson plans created by the Lead TA's.
- Set-up and break-down classroom (chairs and stands).
- Address any on-site issues or concerns promptly.
- Foster a safe, supportive, and inclusive environment for all students.
- Ensure compliance with all safety and behavior protocols.

Key Accountabilities: Communication & Administration

- Communicate and collaborate regularly with the P.L.A.Y. Music Program Director and Lead TA's.
- Serve as the main point of contact for students, parents/guardians, instructors, and staff while on-site.
- Communicate with school office staff when needed.

- Report back to P.L.A.Y. Music Program Director any students with recurring absences and/or behavior issues, late pick-ups, instrument needs (broken instruments, changes in sizes, shoulder rests/sponges, broken strings, rosin), and parent/guardian question/concerns.
- Manage student attendance, records, and other administrative tasks on-site.
- Ensure the student rosters and emergency contact lists are up to date.
- Collect report cards and any additional documents provided by parents/guardians and submit them to the P.L.A.Y. Music Program Director.
- Ensure smooth and safe dismissal. After five minutes past dismissal time, contact late parents/guardians and notify the P.L.A.Y. Music Program Director of any late students. Remain with late pick-ups until they are released to an approved adult, following site protocols.
- Monitor and maintain program supplies, equipment, and snack foods.

Key Accountabilities: Other

- Participate in P.L.A.Y. Music staff meetings, concerts, special events, and professional development workshops as assigned.
- Assist with the management, program planning, rehearsals, and performances of 150+ children within the entirety of the P.L.A.Y. Music program including but not limited to tuning instruments, playing in the section, behavior, procedure, and discipline management.
- Uphold and model the mission, values, and expectations of the WSS and P.L.A.Y. Music Program.
- Perform other duties as assigned by Lead TA's, Senior Lead TA's, the P.L.A.Y. Music Program Director, or the Vice President-Education & Engagement.

Required Experience & Training/Conditions of Employment

- **Required Experience & Training:**
 - High school diploma or equivalent required, associate or bachelor's degree in education, music, social work, or related field preferred.
 - Experience working with children and families in a school, after-school, community arts, or youth development setting.
 - Strong interpersonal and communication skills; able to communicate professionally with students, parents/guardians, school staff, and Symphony staff.
 - Strong organization and time-management skills with the ability to manage attendance, forms, and on-site logistics.
 - Clear, professional communication skills (in person, phone, and email) with students, parents/guardians, school staff, and program staff.
 - Ability to support classroom management and reinforce behavior expectations in a positive, student-centered way.
 - Comfortable serving as the on-site point of contact and responding to issues in real time.

- Ability to work under the supervision of the Lead Teaching Artists, substitute Teaching Artists, and the P.L.A.Y. Music Program Director.
- Reliability and punctuality are essential; must arrive before program start time and remain through dismissal.
- Ability to maintain confidentiality of student and family information.
- Familiarity with or willingness to learn about El Sistema–inspired music education and the mission of P.L.A.Y. Music.

■ **Conditions of Employment:**

- Ability to work during assigned daytime and/or evening program hours plus additional time for meetings, professional development, and scheduled concerts.
- Ability to stand for 2–2.5 hours at one time.
- Ability to participate in organized musical games and activities that require movement such as walking, jumping, and dancing.
- Ability to set up and break down program spaces (move chairs/stands, set out snacks, distribute materials).
- Successful completion of WSS background checks and drug screen, and Winston-Salem/Forsyth County School System background checks.
- Ability to lift and carry up to twenty pounds.