

Position Title: SFYCA Administrative Assistant

Supervisor: Barbara Harris, OBF Program Coordinator/SFYCA Administrator

Hours per week: Remote hrs/week varies May 27-June 23, 2025; Onsite 40hrs/week June 16-July 13.

Hours include evenings and weekends.

Compensation: \$18.79/hr

Position Summary: The SFYCA Administrative Liaison plays a pivotal role in ensuring the smooth operation and logistics of the SFYCA program. This position involves close collaboration with various staff members, effective communication with participants and their families, and the organization of essential resources to create a supportive and enriching environment for all involved.

Job Duties:

- Attend the All-Seasonal Staff orientation and AD orientation and trainings.
- Attend AD daily check in meetings and relay necessary information to SFYCA administrator and artistic staff.
- Work with OBF transportation coordinator to track early arrivals and transportation schedules for out-of-state participants.
- Work with SFYCA administrator to organize and coordinate:
 - Materials for AD orientation and First Aid/Mental Health session
 - SFYCA Check-in registration
 - Prepare AD Binders (daily check-in sheets, rosters, phone lists, etc.)
 - Help assemble participants packets (music, t-shirt, bag, lists)
 - Inventory the supplies (program and medical) and replace any missing items
 - Database – entering data, preparing lists, etc.
 - Ensure rehearsal/class venues are open and ready for use.
- Report any illnesses or mental health issues to SFYCA administrator immediately
- Liaise with SFYCA administrator and SFYCA chorus liaison to triage any contagious illnesses and mental health issues.
- Help coordinate food delivery (setup and cleanup) and any food concerns for students and ADs when not eating in dorm.
- Occasionally use car to pick up snacks, other supplies and bring students to Urgent Care and/or rehearsals when we have a student with mobility issues.
- Attend AD debrief meeting and SFYCA debrief meeting
- Tend to any loose ends (return health handbook, extra supplies, etc.)

Qualifications:

Required:

- Excellent communication and interpersonal skills
- Strong organizational abilities and attention to detail
- Ability to adapt to changing situations while remaining focused
- Ability to work collaboratively in a fast-paced environment

Preferred:

- Experience in youth program coordination
- Experience in event planning or logistics coordination
- Knowledge of mental health practices
- Knowledge of first aid practices and CPR certified
- Familiarity with Oregon Bach Festival (OBF) or similar programs