



**Position Title:** SFYCA Chorus Liaison  
**Supervisor:** Youth Programs and Community Engagement Coordinator  
**Supports:** SFYCA Program Director, Assistant Program Director, and Administrator  
**Directs:** SFYCA Activity Directors  
**Hours per Week:** Part-time variable hours May 25-June 21, 2026; Up to 40 hours/week June 22-July 9, 2026 (residency required). Hours include evenings and weekends.  
**Compensation:** Fixed fee of \$3,675.00 plus room/board in UO residence hall single

**Position Summary:** The SFYCA Chorus Liaison is the primary link between the activity directors and SFYCA Administrator and the point person to whom AD's should turn if there are issues or questions regarding the participants. They provide an on-site presence and live in the residence hall throughout the SFYCA program, ensuring rehearsals are prepared, delivering announcements, and accounting for participants. In the event of participant illness or injury, the Chorus Liaison contacts the SFYCA Administrator to schedule care. The Chorus Liaison also organizes social activities and serves as a point of contact for parents during check-in and check-out.

**Job Duties:**

- Work with SFYCA Administrator to recruit new Activity Directors
- Review SFYCA schedule and give feedback to SFYCA Administrator
- Meet with SFYCA Administrator to plan AD orientation and training meetings
- Develop an Activity Director master schedule to ensure the required UO staff-student ratio and staff time off requirement and share with SFYCA Administrator
- Attend OBF All-Seasonal Staff Orientation meeting
- Conduct AD orientation and training meetings and AD debrief
- Conduct the SFYCA Welcome Orientation
- Work with SFYCA Administrator to ensure clear communication to ADs of out-of-state participant arrival and departure times.
- Run daily AD logistic meetings
- Coordinate AD time off, address any AD needs and concerns, and communicate to SFYCA Administrator
- Attend rehearsals to make announcements, ensure daily check-in requirements, and field questions from artistic staff, ADs and others
- Communicate schedule changes to participants and other SFYCA staff
- Organize social events (get-to-know-you games, open mic night)
- Liaise with SFYCA Administrator in the event of participant illness or injury

- Administer disciplinary measures as needed after consultation with the SFYCA Administrator
- Present at performance warm-up/backstage (and during performance if participant needs require supervision)
- Liaise with participants parents at check in and check out
- Coordinate thank you letter writing and filling out evaluation forms
- Run AD Debrief meeting
- Attend and participate in SFYCA Debrief meeting
- Inventory and return any supplies, evaluations, etc.

**Qualifications:**

Required:

- Experience in youth program coordination
- Strong leadership & organizational skills
- Excellent communication skills
- Problem-solving & decision-making abilities
- Ability to adapt to changing situations while remaining focused
- Attention to detail & time management
- Interpersonal & conflict resolution skills
- Ability to work in a fast-paced, high-responsibility environment

Preferred:

- Background in music, arts administration, or education
- Experience in youth program coordination
- Previous experience in student supervision or residential programs
- Experience in supervisory or liaison roles
- Basic Knowledge of first aid & mental health support and CPR certified
- Previous experience in event planning or student engagement