



3830 W. Tulare Ave, Visalia, CA 93277 (559) 732-1851

CLIPArts Program Manager Job Description

10-12 hours/week, pay range \$18-25

Must be fully vaccinated to apply

CLIPArts is a faith-based, non-denominational mission/outreach program of Christ Lutheran Church. All persons associated with CLIPArts are people of faith, who exhibit conduct consistent with the teachings of Jesus and who share the love of Christ with all participants.

A CLIPArts instructor directs a staff of instructors and students in grades 2-8 on Monday and Tuesday afternoons, 3:30-6:30 PM with additional paid planning time during the week. CLIPArts sessions follow the school year. Instruction in performing arts includes vocal, dance, acting, and production. An applicant need not possess all of these skills to be considered.

Applications available at Christ Lutheran Church office, address above. Please submit application and resumé ASAP. Positions are open until filled.

Skills of the CLIPArts Program Manager include but are not limited to:

- Excellent written and oral communication skills
- Effective leadership and management skills
- Organization and multi-tasking skills
- Proficiency in use of technology
- Strong negotiation and interpersonal skills
- Proven problem-solving and conflict resolution skills
- Education and experience in the performing arts

CLIPArts Program Manager will:

1. With assistance from the Board, plan for classes to be offered each semester.
2. Interview, recommend and train staff with the assistance of the Staff Equipper and Board.
3. Be the “face” of the program to the parents, students and community.
4. Provide on-site supervision of the program every class day.
5. Provide and oversee set-up and clean-up for classes each day.
6. With Board approval propose and oversee student “showcase” events.
7. Assist as needed to screen, train, and schedule volunteers to provide meaningful assistance with the program.

8. Write/initiate program communications with the parents, and provide copies of all communications to the Staff Equipper and the CLIPArts Secretary.
9. Develop a participant recruitment and retention plan which will be approved by the Board.
10. Attend and provide reports to the CLIPArts Board at monthly meetings regarding recruitment, outreach, attendance, financial needs and curriculum.
11. Obtain and retain a registration form for each child prior to their participation in the program.
12. Document attendance on a per class basis including time checked in and out, and parent/guardian signature.
13. Assist, facilitate, or monitor any mandated reporting and insure confidentiality.
14. Demonstrate a strong faith life including regular attendance in worship.