Little Kids Rock

Title: Training Operations Intern

Location: Verona, NJ

Job Type: Co-op/Internship

Compensation Type: Stipends

Start Date: 9/6/2017

Job Description: We are looking for a motivated and energetic individual to assist the Little Kids Rock program team with daily tasks. This is a great opportunity for a college student to learn what goes into the operation of a growing and leading music education nonprofit. This will be approximately 10-12 hours per week position with a flexible schedule. This position is unpaid but travel reimbursement is available and the experience will be extremely valuable! We would be willing to working with your college for course credit as well.

Primary Responsibilities:

- Assist in new teacher workshop recruitment, planning, and follow up process
- Pack and organize materials for upcoming teacher workshops
- Occasional research for district and school data
- Light data entry
- Run local errands as needed (post office, staples, etc)

Qualifications:

- Organized and with great attention to detail
- Knowledge of Microsoft Office Suite and Gmail
- Positive “can-do” attitude and team player
- Experience with data entry beneficial
- Prior customer service and/or recruitment experience preferred
- Interest in music education greatly encouraged

Application Instructions: Please email a resume and thoughtful cover letter to John Carrano at Program@littlekidsrock.org. Please indicate "Training Operations Intern" in the subject line. Position open until filled.

About the Organization: Little Kids Rock is a national nonprofit that is dedicated to unlocking children’s inner music-makers by revitalizing music education programming in public schools. The organization partners with school districts to train public school teachers to run its innovative Modern Band curriculum and donates all of the accompanying instruments and resources necessary to teach popular music. Little Kids Rock started in 2002 as a schoolteacher’s vision to give his students access to music education that is relevant to them while diminishing budgets for the arts made that more and more difficult to do. What began as a single after-school guitar class has since exploded into a national movement that is bringing free, weekly music lessons to over 250,000 public school children due to the efforts of nearly 1,500 teachers nationwide. To date, Little Kids Rock has served more than 500,000 students. More info at www.littlekidsrock.org
At the heart of Little Kids Rock’s program are its beliefs that everyone, young and old, can learn and love to create music and that the experience of learning to play a musical instrument can be transformative. Through partnerships with school districts, Little Kids Rock is able to train teachers to run its innovative and engaging Modern Band curriculum, which is built around the popular music genres that are culturally relevant to kids K-12. Little Kids Rock also supplies these teachers with the instruments and curricular support they need to establish scalable and sustainable music programs that inspire underprivileged young people and support their self-expression, self-confidence, and creativity.

Disclaimer Information: Little Kids Rock is committed to the principle of equal opportunity in education and employment, and encourages all individuals to apply, irrespective of their race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin.