

## **Cary Christian School Position Description**

Job Title: Choir Assistant  
Reports to: Choir Director  
Department: Upper School  
Full/Part Time: Part Time



### **Job Summary**

The mission of Cary Christian School (CCS) is to provide students an excellent classical education founded upon a biblical worldview. The CCS Choir Assistant supports and pursues that mission by providing administrative support to the CCS Choir Director.

### **Specific Responsibilities**

1. Attend Upper School Choir weekly practices and provide administrative support as directed
2. Organize and communicate daily/weekly meetings and practices with the Upper School Choir students and parents
3. Attend CCS Fine Arts Meetings and record Upper School Choir items/actions
4. Coordinate the Chamber Choir Local Performances including transportation
5. Coordinate the Upper School Choir Concerts
6. Coordinate the Chamber Choir Spring Trip Logistics. This includes:
  - Interview Chaperon Candidates
  - Schedule Chaperon Trip Meetings
  - Collect and manage all student/chaperon required information
  - Determine room/group assignments
  - Day-to-Day trip communications relative to activities and any changes
7. Coordinate the End-of-Year Banquet

### **Position Requirements**

- Previous experience coordinating activities that involve multiple aspects of logistics (event definition and set-up, transportation, required information, communication...)
- Experience and comfort in working with internet-based systems that support business (school) functions
- Good oral and written communication skills
- Strong planning and organizational skills
- Basic MS Office skills (Word, Excel, PowerPoint)