



## **WE ARE HIRING – Part-time Training Assistants**

The non-profit, Music For Minors II (MFMII) is looking for part-time Docent **Training Assistants** for the MFMII training program – one for Fremont and one for Castro Valley.

### **Responsibilities**

1. Attending training classes and assisting docent training coordinator (DTC) and training teacher with training materials.
2. Setup and take down of training class. Assisting DTC in setting up classroom for training (eg set up chairs, tables, bring in materials, staple documents, filing, hang up posters). Set up other equipment as needed eg document camera, projector, speakers etc.
3. Video recording of training classes and uploading videos to MFMII youtube channel.
4. Assisting DTC in passing out props, instruments, documents in training as needed.
5. Correspondence and communication for training.
6. Filing, organizing and maintaining records.

**Compensation:** \$10 per hour

**Hours:** Approximately 4 hours per training class

**Job Time Frame:** Fall 2017 (Fremont 8:30am-12:15pm / Castro Valley 6:00-9pm)

**College students welcome to apply.**

### **2017 Training Details:**

**Training days: Monday and Wednesday**

**Fremont Congregational Church (FCC)**, 38255 Blacow Road, Fremont @ 9:15-11:45am

**Castro Valley School of Music (CVSOM)**, 3300 E Castro Valley Blvd A @ 6:45-8:45pm

Sept 13 - Orientation - Niles School MUR, Fremont, 9:30-11am (arrive by 9am) and Proctor School, Castro Valley 7-8:30pm (arrive by 6:30pm)

Sept 18, 20, 25, 27

Oct 2, 4, 9, 11, 16, 23, 30

Oct 18 @ 7-9pm is MFMII Back to School Night

Nov 1 (graduation)

### **For more information contact:**

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Music For Minors II (MFMII) is a 501 (c) (3) nonprofit organization (EIN # 94-3102307).  
“Nurturing a lifelong love and literacy of music in children’s classrooms and lives, since 1988.”

[www.musicforminors2.org](http://www.musicforminors2.org)