



# After School Enrichment Program

## Web Coordinator

**Purpose:** To populate the ASEP website (which may include a purchasing system) with class information for all ASEP sessions and manage the CMS.

**Prerequisite/Requirement:** Strong organization skills recommended. Experience with Google Docs or Excel. Strong computer skills recommended.

**Job Description:** Throughout the school year, there are two 12-week sessions of after-school classes offered on a fee basis for Ocean Shore students. The ASEP Web Coordinator is responsible for adding class information to an existing web template in Chedderup (or similar purchasing/enrollment system) and updating as needed. Training available for this position.

### Job Responsibilities

- Populate the Chedderup website (or similar purchasing/enrollment system) with class descriptions, fees, schedules, and attendee number. Update as needed.

**Financial Responsibility:** None

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 40 per ASEP session  
Principal, PTO President

**Reports to:** ASEP Program Coordinator,

**Selection Process:** Appointed - this position will be filled by the PTO Executive Board appointment. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

**Term:** August 15 to June 30

Candidates

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**Revised 5/23**