

# After School Enrichment Program Program Coordinator



**Purpose:** To provide learning opportunities for students after school.

**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 4-12-week sessions of after-school classes offered on a fee basis for Ocean Shore students. The Program Coordinator is responsible for working with a small team to help bring the program together, acquiring and vetting teachers, communicating with parents and teachers, and coordinating with the ASEP team. Training available for this position.

## **Job Responsibilities**

- Establish the dates for each session in coordination with the principal.
- Determine classes to be offered. Consider parent input. Offer a variety of activities, e.g. physical, art, music, academic related, etc. for a variety of grade levels.
- Partner with the ASEP Room Coordinator.
- Create schedule, maintain communication with instructors, the principal, school secretary, and school district.
- Contact prospective and returning instructors.
- Ensure all new instructors have the appropriate paperwork: syllabus, TB test, live scan, contract, and W9 form.
- Finalize schedule, course descriptions, accounting for all class dates (remember minimum days, holidays and instructor needs) and fees.
- Partner with the ASEP website manager who will work on the website (chedderup or similar).
- Partner with ASEP Communications Manager who will create and post signs in school hallways and email ombuds and the principal for email outreach.
- Partner with Enrollment Manager who will respond to questions, drops and adds, partial refunds etc. Collect checks daily, confirm all enrollments have paid via the website and tally final payment for teachers.
- Answer parent questions via phone and e-mail.
- Provide list of instructors and contact information to front office.

**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:** 60

**Reports to:** Principal/Treasurer

**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 up at any time until the close of the election.

**Term:** August 15 to June 30

**Revised 5/23**