

After School Enrichment Program Communications Manager



Purpose: To communicate with OSS and on-site daycares about enrollment for ASEP.

Prerequisite/Requirement: Communication skills, email, and sign making skills.

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 Communications Manager is responsible for broadcasting information about ASEP to the school community. This position can be combined with any other ASEP position(s). Training available for this position.

Job Responsibilities

- Communicate messaging to Ombuds about start dates for each session.
- Communicate messaging to Principal when appropriate to include in weekly updates.
- Communicate with school staff and vendors regarding classroom/room issues.
- Print or create signs for OSS and on-site daycares, and post.
- Remove signs when enrollment is over.

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: 10 **Reports to:** ASEP Program Coordinator, Treasurer, Principal, PTO President

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