

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 up at any time until the close of the election.

Term: August 15 to June 30

Revised 5/23