

After School Enrichment Program Enrollment Manager



Purpose: To manage enrollment for ASEP.

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 Enrollment Manager is responsible for sending teachers class rosters, managing adds and drops, and finalizing enrollment payment. This position can be combined with the ASEP Web Coordinator position. Training available for this position.

Job Responsibilities

- Gather rosters for each class and send them to teachers, daycares, and front desk.
- Make sure cash and checks are collected and accounted for on the website.
- Respond to parents and teachers regarding adds/drops
- Output final rosters for teachers.
- Determine final payment for teachers and PTO donations.

Financial Responsibility: Manage online payments and refunds. Coordinate with Accounts Receivable and Treasurer for payments/refunds by check when applicable.

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

Hours earned: 50
PTO President

Reports to: ASEP Program Coordinator, Treasurer, Principal,

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