

# After School Enrichment Program Room Coordinator



**Purpose:** Coordinate rooms for two ASEP sessions per year.

**Prerequisite/Requirement:** Strong organization skills and computer skills.

**Job Description:** Use Facilitron, a scheduling system used by the Pacifica School District, to reserve rooms for ASEP as scheduled by the Program Coordinator. Upload all required documents and waivers and confirm rooms are ready to go for each class season. Facilitron training available. May need to coordinate with the district-office on facilities use requirements.

## **Job Responsibilities**

- Upon receiving dates of the classes and rooms, book the rooms using Facilitron.
- Upload required documentation by the due dates.
- Maintain communications with the Facilitron team (school office manager and District Office manager), PTO president and principal.

**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  
Coordinator

**Reports to:** Principal/Treasurer and ASEP Program

**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**