**JOB TITLE:** After School Programs and Summer Programs Coordinator

**POSITION SUMMARY / JOB GOALS:** The After School Programs and Summer Programs Coordinator at The Village School supports the After School Programs and Summer Programs Manager, directly coordinating the after school and summer staff and the after school and summer programs.

**QUALIFICATIONS / TRAINING:**

● A College Degree

**EXPERIENCE / KNOWLEDGE:**

**●** Experience of working with young students, preferably with some experience with an international population

● Experience working with program instructors

**●** Experience with the ASAP Registration site for after school and summer programs

**●** Prior experience in a coordinator’s role leading a team of assistants

● Experience with online communication with parents and staff, such as Parent Square

● Experience with Canva designing online marketing flyers, newsletters, and brochures

● Experience with HR Connect, managing timesheet/time off approvals

● Experience with coordinating after school and summer classes

**ATTRIBUTES:**

**●** Reliable and responsible

**●** Diligent and resourceful

**●** Efficient and well organized

**●** Collaborative, team­player

**●** Effective communicator

**●** Calm and steady demeanour

**●** Energetic and enthusiastic

**REPORTS TO / EVALUATED BY:** Manager of ACE & Summer Programs

**DIRECT REPORTS:** ACE and Summer Camp Assistants

**MAJOR RESPONSIBILITIES AND DUTIES:**

● Coordinate Early Childhood, Elementary, Middle School Programs

● Coordinate Summer Camp Programs

● Communicate with After School and Summer Camp families using school websites

● Coordinate ACE and Summer Camp assistants roles and schedules

● Monitor students in afterschool and summer programs

● Monitor and evaluate vendors and instructors in afterschool and summer programs

● Coordinate lunch duties, carpools, and rotations of assistants

**●** Produce financial reports, rosters, and course descriptions

● Collate and interpret data for input into registration rosters and financial reports

● Create program newsletters, program flyers, and brochures

● Other duties as assigned by the ACE Manager

**VILLAGE BELIEVES THAT EFFECTIVE EMPLOYEES ARE:**

● Accountable ­ Establishes a high performing culture and accepts accountability for organizational performance.

● Strategic ­ Leads opportunity and is committed to continuous improvement aligned with the organizational vision and direction.

● Collaborative ­ Works collaboratively with others to achieve organizational outcomes

● Entrepreneurial ­ Creates organizational value for diverse stakeholders and achieves commercial success.

● Enabling ­ Drives excellence through valuing and developing others

● Agile ­ Achieves personal and organizational success within a changing, dynamic and complex environment

● Resilient ­ Demonstrates personal resilience within a demanding environment of high expectations

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or Village to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.