

<b>Position Title:</b>	<b>Explore and Extend Program Coordinator</b>
<b>Date Modified:</b>	August 2021
<b>FLSA Classification:</b>	Non-Exempt
<b>Reports to:</b>	Director of Explore and Extend
<b>Position Purpose:</b>	Responsible for assisting the Director in planning, marketing, scheduling and overseeing the school's summer, after school care and other school enrichment programs and activities held on Couper Campus, as well as with general record keeping and planning on both campuses.
<b>Work Hours:</b>	9:30 a.m. – 6:15 p.m.* *Hours vary depending on the schedule of offerings.
<b>Work Calendar:</b>	Full Year
<b>PTO Designation:</b>	Staff (blackout dates may apply and may not be taken during the weeks of Summer Programming on Couper Campus)

### **Description**

The Explore and Extend Program Coordinator works directly with the Director of Explore and Extend to design and run programs for after school care, after school enrichment, summer programs and other ancillary programs on the Couper Campus of St. Francis Episcopal School.

### **Essential Functions and Tasks**

- Oversees operation of the after school and summer programs on Couper campus, under direction of the Director of Explore and Extend.
- Assists in the recruitment and training of new and replacement staff.
- Serves as a liason between summer and after school programming staff and full-time faculty on Couper Campus.
- Assists Director with development of summer, after school care, after school enrichment programs to be run on the Couper Campus, both for Primary School students and for athletics.
- Assists the Director in scheduling, delivering training, and supervision of department staff.
- Supervises summer and after school staff on Couper Campus, under direction of the Director of Explore and Extend.
- Oversees vendor provided enrichment classes on Couper Campus.
- Maintains records pertaining to scheduling, billing and student documentation for the department on both campuses. Prepares statements and check requests.

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- Assures E&E Instructor compliance on Couper campus with all policies and procedures on a day-to-day basis.
- Maintains records of adherence for state licensing as it pertains to Explore and Extend.
- Assists with scheduling for School of Music.
- Steps in to assist with after school children when necessary.
- Interacts with faculty, staff, parents, and visitors in a professional manner while maintaining security and confidentiality.
- Organizes and completes instructions furnished in written or oral form with attention to detail and accuracy.
- Demonstrates initiative, performs administrative support with minimal direction.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to students.
- Helps ensure facilities are ready for the start of school and E&E after care each day.
- Works as a team player assisting co-workers, divisions and departments as needed by the School.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.
- Knowledgeable in Veracross and/or other school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Supports and follows the Employee, School, and E&E handbooks and assists with revisions and updates to the E&E policies and procedures.
- Well versed with and adheres to school policies in all areas of student interaction.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program. Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Explore and Extend program.
- Assists in maintaining congruency between the school's board-approved Mission Statement and all activities of the Upper School.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.

## Explore and Extend Program Coordinator

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- High school diploma or GED; college degree preferred.
- A minimum of two years of experience in a similar position or completing similar tasks; experience at an independent school preferred
- A minimum of one year experience in teaching or child care, preferred.
- Demonstrated leadership and facilitative abilities – preferably in a summer or extra curricular setting.
- Proficient in most current version of MS Office, including Outlook, Word and Excel, internet functions and database management.
- Excellent organizational skills, attention to detail.
- Demonstrated multitasking skills.

### **Physical Requirements and Work Environment**

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, reach, lift and carry, and walk for extended periods of time.