



POSITION DESCRIPTION

Job Title: Elementary Enrichment Program Coordinator

Schedule: Remote work and onsite approximately 3 days per week during the school year at the three elementary buildings when enrichment programs are running.

Position Summary:

Assists with the planning, delivery, assessment, and ongoing improvement of the SMCS Elementary Enrichment Program.

Duties and Responsibilities:

- Plan and organize the SMCS Elementary Enrichment Programs.
- Communicates and works with specific buildings to schedule facility usage.
- Encourages student involvement in program activities. Promotes academic success as an important priority for all students.
- Coordinate registration and sign up of programs.
- Selects enrichment class leaders and negotiates wage and assures payment by coordinating with Human Resources.
- Reviews procedures, responsibilities, and schedules with enrichment class leaders before start of sessions.
- Works with principals and families to determine types of programs our families are looking for and develops our student's talents.
- Responds to requests for information.
- Reviews procedures and schedules with enrichment class leaders before the start of the session.
- Partners with advancement team to promote program through SMCS Facebook, website, family communications, etc.
- Monitors safety concerns.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Assures all who come in contact with children are safe environment compliant.
- Coordinates any needed parent volunteers and ensures they are compliant with VIRTUS.
- Other duties as requested.

Skills and Attributes:

- Ability to hold information confidentially.
- Ability to get things done with exceptional attention to details.
- Ability to communicate with principals, families, and enrichment class leaders to assure accurate information is disseminated, issues are resolved effectively by the appropriate person and deadlines are met.
- Belief in/commitment to SMCS/SMC philosophy/system, administration, staff, students, and families.
- Ability to weigh the needs of three elementary school communities.

Qualifications:

- Strong belief in Catholic education.
- Excellent organizational skills with ability to coordinate and manage multiple priorities and responsibilities as well as attention to detail.
- Available to work a non-traditional schedule.

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I am able to perform all of the above duties with or without reasonable accommodation.

Print Name: _____

Signature: _____ Date: _____