



## **JOB DESCRIPTION**

**Title:** Out of School Programs Coordinator

**Supervisor:** Direct – Pedagogical Administrator  
Indirect – Business Administrator

**Type of Employment:** Part-time, hourly employee  
2:30-6:30pm, Monday through Friday  
Pay range \$15-\$20 per hour

### **Position Overview**

The Out of School Program Coordinator is responsible for all duties associated with planning and carrying out After School Programs and Summer/School Break Camps, in addition to serving as on-site coordinator/lead teacher as needed. The Coordinator identifies program leaders and content, hires assistants and volunteers, and coordinates marketing and registration for programs. This work will align with the calendar year established by the Pedagogical Administrator in accordance with school planning and budgeting needs. These programs will be offered school wide, from Early Childhood through High School, and to non-PWS students.

The Coordinator will organize an outreach and marketing strategy for both PWS and non-PWS families to meet registration goals for each program. The Coordinator embodies a warm and enthusiastic representative of the school and will also coordinate with admissions as necessary to help bridge new families to enroll at PWS.

### **Responsibilities**

- Plan Out of School Programs based on gaps in programming needs and school breaks
- Hire Teachers and Assistants for School Camps with appropriate themes and topics
- Gather supplies as needed for each program
- Coordinate logistics of venues and sites to be used for programs

- Manage on-site logistics of programming such as walk-in registration, payment, safety, human resources, and interaction with parents, oversee all permission forms
- Market and outreach both inside and outside of PWS
- Develop registration platforms and manage enrollment for each program, communicate with parents as needed
- Coordinate and communicate across all pertinent departments
- Develop and follow approved budget
- Complete yearly review of the business aspects, program and operation of After School Programs and Camp. Revise Handbooks and Policies as needed

### **Qualifications**

- Bachelor's Degree in related field
- Experience in outreach and marketing
- Experience in program development and management
- Experience in recordkeeping, and developing and managing budgets
- Strong interpersonal, problem-solving, and customer service skills
- Excellent verbal and written communication skills
- Experience using social media for a variety of tasks
- Proficient in Microsoft Office Suite, and design programs such as Canva and Mailchimp
- Ability to learn Veracross platform, the school's software application
- Strong time-management and multi-tasking skills
- Outgoing, self-motivated, flexible, community oriented, and willingness to try new things
- Familiarity with Waldorf pedagogical methods or a willingness to learn