

Centre Coordinator

Job Description

Scholars of Bermuda is seeking a passionate and enthusiastic Full-Time Centre Coordinator to join our team. If you're looking for a challenging and rewarding work environment, we want to hear from you!

As a successful Scholars Centre Coordinator, your primary responsibility will be to assist the Center Director in managing day-to-day operations, including overseeing financials, curriculum and programming, scheduling, teacher training, the administration of assessments, and conferencing with parents. The candidate must have a strong passion for helping children reach their academic goals.

An excellent candidate for this position will possess:

- A post-secondary education
- An ability to provide quality customer service that exceeds client expectations
- Successful background in education and/or sales, with a strong focus on customer service
- Excellent verbal communication and interpersonal skills to foster relationships with clients
- Effective problem-solving and communication skills with the ability to multitask
- A passion for working with students of all ages
- A professional, enthusiastic, flexible, and energetic demeanour

Center Growth Responsibilities

- Handle new inquiries, assessments, enrollments, and conferences with parents
- Meet goals established with Center Director
- Establish and maintain collaborative relationships with teachers, educational specialists, other school administrators, parent/teacher organizations, case managers, and community contacts.
- Monitor daily business operations

Staff Management Responsibilities

- Demonstrate and uphold staff morale and ensure the professional appearance of the center
- Interview, hire, and train new staff according to Scholars teaching methodologies
- Conduct staff performance reviews
- Facilitate staff meetings and workshops to ensure consistency in teaching practices

Customer Service and Curriculum Support Responsibilities

- Keep clients informed on program progress and conference with them on an ongoing basis
- Write and recommend goal-based programs, and monitor programs for progress
- Create a positive learning environment in the center for staff, students and parents
- Oversee and schedule student programs

- Anticipate and be responsive to the needs and expectations of clients, including those of parents, students, and case managers and respond in a prompt manner.
- Communicate accurate and complete information to clients in a considerate, professional knowledgeable, and accurate manner
- Take responsibility for understanding, managing, and meeting client needs, and expectations

Please send your cover letter and resume to the attention of the Centre Director.

Email: db@scholarsed.com or bermuda@scholarsed.com