

JOB DESCRIPTION: ENRICHMENT COORDINATOR

Purpose:

The primary responsibility of the Enrichment Coordinator is to plan and oversee the summer enrichment program and break care at the Guadalupe Montessori School. Summer planning should start in February, with hours that vary during the planning, implementation and evaluation phases. The Enrichment Coordinator will work with the admin team and school leadership to support the development of academic-year enrichment programming including the after school program, the garden enrichment program, and the integration of enrichment opportunities (elementary going outs, Fine Arts Fridays, NDI, Wild Friends, etc) into the regular academic year program.

REPORTS TO: School Director

DUTIES:

GMS Summer Enrichment Program- *Responsible for organizing, planning, implementing, supervising and evaluating this program*

- Beginning in February, meet with key GMS staff to outline goals and parameters of summer program.
- Seek diverse funding sources to support scholarships and summer programming.
- Summer staff- active role in hiring, training, supervising and evaluating all summer staff.
- Work with GMS nutrition program staff to develop summer food program and schedule
- Identify and schedule substitutes as needed
- Oversee maintenance of grounds and facilities, ensuring that Enrichment program has safe, comfortable and adequate facilities to operate.
- Create daily schedules for staff and parents. Oversee and/or delegate oversight of daily sign-in and sign-out procedures
- Work with GMS office staff to finalize registration forms and processes and billing system.
- Plan and implement outreach and advertising.
- Provide regular communication to parents (emails, newsletters, etc.)
- Ensure adherence to all child care regulations and safety standards.
- Serve as main point of contact with parents and families, ensuring program quality and integrity. Designate a point of contact when and if not on campus while students are present.

GMS Break Care- *Responsible for organizing, planning, implementing, supervising and evaluating this program.*

- Organize and implement quality young child care and elementary enrichment program for children during fall and spring breaks.

Academic Year Enrichment Programming- *Responsible for collaboratively developing and supporting this program*

- Help to organize and support enrichment opportunities that are integrated in to the Montessori classrooms
- Investigate feasibility and options for expanding the quality, diversity, and reach of the GMS after school program.

Other Duties-

- Help with supporting classrooms and admin team as needed.

PREFERRED QUALIFICATIONS

Minimum of High School Diploma

Gardening training and experience

Demonstrated experience working with children, classroom management, and developing curriculum/lesson plans

Must have excellent oral and written communication skills and strong organizational skills

Must be able to manage multiple projects

Must have a valid driver's license

Current CPR/First Aid Certificate

Capacity and willingness to complete all required ECECD trainings

ServSafe Food Handlers Certification