



Position Title: REACH (Before & After School) and Summer in the City (SITC) Program Coordinator

Immediate Supervisor: Director of Academics and Student Programs

Work Hours: 12-month employee, full-time

The ideal candidate for this position is a visionary who has a passion to grow and enhance the programs.

Minimum Requirements:

- Demonstrate professionalism and confidentiality in all aspects of the job
- Show proficiency in both oral and written communication
- Proficient use of technology to organize data and produce reports
- Effectively handle multiple projects and prioritize tasks
- Ability to focus on details
- Experience in an educational environment is preferred
- Demonstrates the ability to motivate others

Educational Experience and Qualifications:

- Bachelor's Degree
- Education experience and/or experience with after school, summer camp, extra-curricular activities preferred
- Effective management, organization, and communication skills

Responsibilities include but are not limited to the following:

- Develop and maintain a comprehensive policy manual for REACH and SITC (includes a behavior management plan, safety and security procedures, and crisis management plan approved by the Director of Academics)
- Recruits and makes recommendations to Director of Academics for candidates for REACH and SITC staff
- Provides on-site management of the day-to-day operations of the REACH and SITC programs.
- Actively supervises, manages and mentors REACH and SITC staff; prepares and publishes weekly schedule of REACH activities and assigns staff accordingly
- Ensures REACH and SITC staff have current certification in CPR and other emergency training, as needed; works with school medical assistant to schedule training sessions
- Plans, schedules and/or implements/facilitates professional development training sessions for REACH and SITC staff
- Provides proactive and timely communications with staff, students and parents (policy and procedures, student behavior concerns, schedules changes, etc.)

- Ensures that appropriate supervision is in place for all students at all times
- Provides adequate equipment and materials to carry out the planned activities and events; ensures that all resources are well maintained, safe and sanitary at all times
- Maintains budget for the REACH and SITC programs; orders resources, materials and snacks
- Maintains REACH and SITC program registrations and keeps an up-to-date database; provides the Director with current information on program participants, as well as year-to-year comparative data analysis reports
- Collaborates with the Academic Office and other school staff regarding facility needs for REACH and SITC programs
- Facilitates evaluation of REACH and SITC programs and individual offerings at the end of the school year and at the conclusion of the summer camp program to ensure the continued growth and development of the programs
- Additional duties as required or assigned (school lunch and/or recess duties, attendance at school functions as directed)

Specific Responsibilities for the REACH Program

- Plans agenda and facilitates annual REACH staff orientation session to be held during pre-planning (includes review of the REACH policies and procedures manual)
- Plans agenda and facilitates weekly REACH team leader meetings
- Facilitates monthly REACH all-staff meetings
- Produces monthly REACH newsletter for families that includes highlights of the program, monthly theme, guest speakers, and other announcements and pertinent information. Coordinates with Marketing and Communication Specialist for scheduled distribution.
- Plans and implements developmentally-appropriate activities and events that align with the REACH mission – *Recreation, Enrichment, Academics, Character and Health* – and address the social, emotional, physical and spiritual needs of the students

Specific Responsibilities for the SITC Program

- Develops the scope and themes of the program that include enrichment, academic and athletic offerings; develops schedule for each week of camp
- Ensures high quality, unique and popular course offerings
- Works with the Marketing and Communications Specialist to develop and publish the course catalog and participation guide for the SITC program that includes course offerings, daily schedules, cost, etc., and assists with the marketing of the program to the community
- Works with the Marketing and Communications Specialist to maintain the Summer Program section of the TCS website
- Works with the Marketing and Communication Specialist to maintain social media blasts/updates to parents throughout SITC camps.