

POSITION OVERVIEW

The On-Site Coordinator is responsible for overseeing various after-school enrichment activities at an elementary school in Vienna, VA.

DUTIES AND RESPONSIBILITIES

- Oversee arrival of instructors and students into their activities
- Oversee dismissal of students and instructors at the end of their activities
- Oversee students in the case of late pick-up students
- Submit short daily reports regarding attendance and classroom activities
- Be the “go-to” person for classroom issues and/or problems that arise
- Ensure all classroom spaces are clean and left in good condition after dismissal

REQUIRED EDUCATION/EXPERIENCE/ATTRIBUTES

- Detail oriented, reliable, punctual
- Enjoyment and confidence working with children

QUALIFICATIONS

- Must be available Monday, Tuesday and Thursday from 3:40pm-5:40pm
- Must be CPR certified or willing to obtain certification (SKE offers free training)
- Pass background check
- Have smart phone and reliable access to printer

HOURS

This is a part-time position following the academic calendar. Hours vary seasonally; 6-8 hours per week. Classes begin the first week in October and run 24 weeks throughout the school year.

COMPENSATION

- \$15-20/Hr
- FREE enrichment activities for your child and/or children!