


**ST. VRAIN VALLEY SCHOOLS**  
*academic excellence by design*  
**JOB DESCRIPTION**

Job Title: **Enrichment Coordinator**  
 Job Family: **Community Schools**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **Revised January 2025**

FLSA Status: **Non-Exempt**  
 Pay Range: **6**  
 Work Calendar: **180 days**

**SUMMARY:** Manages and operates tuition-based before and after school enrichment program for children K- grade 5 including: identifying, scheduling, and marketing enrichment classes; hiring vendors/staff instructors, ensuring a safe, fun, enriching, and developmentally appropriate learning activities and environment for children; managing registration and fiscal operations for the enrichment classes, and promoting good community relations among various community and school clientele.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Evaluates and develops tuition-based before and after school enrichment program to ensure a safe, fun, enriching and developmentally appropriate learning activities and environment for children. Responsible for supervising the behavior and well-being of students during before and after school enrichment activities. Communicates effectively with site manager, school principal and school staff as needed for the safety and well-being of all students attending enrichment classes.	D	30%
2. Manages registration and financial operations of the enrichment classes, including reviewing and monitoring registrations, collecting funds, reviewing vendor invoices for accuracy and efficient processing, and developing and monitoring of annual budgets. Prepares reports following District guidelines and program requirements. Ensures operations comply with District Finance policies and procedures.	W	25%
3. Schedules and evaluates vendors and instructors providing service to the Community School Enrichment classes. Ensures operations comply with District policies.	D	10%
4. Develops, maintains, and enforces site and District behavioral expectations of children and staff during Enrichment classes.	D	6%
5. Develops and maintains effective marketing and communication practices among children, program, school, parent community, and District.	W	8%
6. Purchases supplies and maintain supply inventory for Enrichment classes as needed.	W	5%
7. Administers minor first aid and medication; monitors vendors and staff adherence to state, department of health and District Risk Management Department policies to ensure a safe, nurturing environment for children.	D	5%
8. Overseas securing building and equipment following District guidelines and ensures areas used by enrichment classes are cleaned and well maintained	D	5%
9. Develops, maintains, and enforces site and District program improvement practices to ensure program quality at all times.	D	5%
10. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Must be 21 years old
- High school diploma or completion of G.E.D. Completed some college courses in business, finance, communication, or education and/or has experience in these fields. Experience in program development, marketing, and child care, preferred.
- Copy of transcripts/certificate and employer letter(s) outlining employment /experience verification.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to take CPR and First Aid training, Medication Administration training and other required trainings.

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Operating knowledge of and experience with Microsoft Word, Excel, Google Online Applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E---mail, etc.
- Is flexible
- Ability to work cooperatively with supervisors and coworkers
- Ability to understand and follow complex oral and written instructions
- Ability to effectively communicate with staff, the school community, parents and the children in their care.
- Ability to meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a generally positive attitude
- Observes all district policies and procedures
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	school principal and site program manager and Community Schools coordinator
	POSITION TITLE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.

#### **PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

*The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		
Weight and Force Demands:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			
Mental Functions:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate				X
<b>Work Environment:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
<b>VISION DEMANDS:</b>			<b>Required</b>	
No special vision requirements.				
Close vision (clear vision at 20 inches or less)			X	
Distance vision (clear vision at 20 feet or more)			X	
Color vision (ability to identify and distinguish colors)				
Peripheral vision				
Depth perception				
Ability to adjust focus			X	
<b>NOISE LEVEL:</b>	<b>Exposure Level</b>			
Very quiet				
Quiet				
Moderate			X	
Loud			X	