

## MLS PTO Enrichment Zone Coordinator

Stipend per school year: \$2,500 (approximately 150-200 hours annual- bulk of hours are in August and January)

### Job Description:

Candidate should be a current member of the Meriwether Lewis PTO and be able to commit to two years in the role. PTO members are all parents and legal guardians of children currently enrolled in the Meriwether Lewis School, as well as all teachers, teachers' assistants, guidance counselors and administrators of MLS.

Responsible for successful coordination of MLS PTO Pre-Zone and Enrichment Zone (EZ) program—especially during critical pre- and post-session planning cycles.

Must be creative, entrepreneurial and flexible to best meet the needs of teachers, students, parents, school administration and PTO Board. The ideal candidate should be trustworthy, detail oriented and have strong interpersonal skills. As an extension of the MLS PTO Board, the EZ Coordinator must be professional as he/she works to make our after school enrichment program a success for all stake holders.

### Key duties include:

- o Coordinating overall EZ program activities with MLS PTO Board, school administrators, teachers and EDEP staff.
- o Planning annual program (2 pre-zone sessions and 4 sessions/2 enrollment cycles) by establishing a detailed session and weekday calendar prior to the start of each school year. This starts in May of the year prior.
- o Developing courses with interested teachers to ensure proposed content is varied, age appropriate and possible in terms of logistics, available equipment and safety. Starts in June of year prior.
- o Mapping course plan to annual fundraising goal by working with the MLS PTO Treasurer on an EZ revenue model that reflects MLS PTO Board strategy for the program.
- o Creating a successful marketing and promotion plan to fill classes in a timely manner.
- o Coordinating website based registration with mlspto.org website manager using Jotform online registration software (or similar database program).
- o Enrolling a sufficient number of students for planned classes to maximize experience for students and teachers.
- o Distributing detailed course, classroom, check-in and dismissal rosters to instructors, teachers and MLS/EDEP administrators prior to the start of each session.
- o Collecting payments and following-up with parents on overdue payments and disbursing course refunds.
- o Preparing timely deposits and expense reimbursement requests for the MLS PTO Treasurer and monitoring program performance to budget plan
- o Working closely with the EZ Administrator to ensure daily class check-in and dismissal run smoothly.
- o Notifying parents/guardians of canceled classes and assisting MLS administrators in determining alternate dismissal instructions for each student in a canceled class (in some cases on short, same-day notice).
- o Addressing program issues that arise throughout the course of the program.
- o Submitting instructor payroll salary requests to MLS administrators at the conclusion of each session.
- o Conducting end-of-session satisfaction surveys to capture program feedback from students, parents, teachers, and MLS administrators. Rev 2/2015