

Position Title: **Auxiliary Programs Coordinator**

Last Updated: May 2022

Reports To: Athletic Director

Status: Non-Exempt – Hourly / Permanent / Full Time

Schedule: Calendar Year, 40 hours a week

Benefits: Full Benefits

#### Growth &

Evaluation: Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our [Essential Expectations](#) provide the foundational aspects we require to work at FCS. These [Characteristics of Professional Excellence](#) establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

#### Summary

Description: The Auxiliary Programs Coordinator is responsible for all aspects of operating and coordinating auxiliary programs which include afterschool care, summer school, camps, workshops, clinics, K-5 sports programs, and other use of facilities. Provides clerical/Game Day support to the Athletic Department or other duties assigned by the Athletic Director.

#### General Description:

Plan, implement and supervise all aspects of after school program, summer school, camps, workshops, clinics, and other auxiliary programs that may be developed in the future. With the Business and Marketing offices, the Director/Coordinator manages all facility, financial and public relations aspects of these programs. The Director/Coordinator will steer the program director to maximize program quality, ensure financial objectives are met, and maintain a working knowledge of significant developments and trends in the field, and assess and revise programs as needed.

#### Essential Functions:

##### Auxiliary Programs

- Organize, coordinate, schedule and perform a wide variety of auxiliary programs and other functions and activities related to the administration of diverse programs and operations in the Athletic office and Facilities.
- Serve as central point of contact for facility use
- Review facility and program requests
- Make sure that an FCS Permanent Employee is a Sponsor for all Program Requests
- Ensure all facilities use is documented, necessary approvals have been obtained, and verify compliance with policy
- Timely enter all facilities use on calendar
- Assess and enhance current programs
- Develop and update auxiliary forms and policies annually
- Supervise all Before/After School Care employees
- Supervise All aspects of the K-5 Sports Program

- Plan and coordinate program budgets and monitor all program revenue and expenses with assistance from the business office to ensure that all revenues and expenses, including payroll, are administered, and accounted for in timely manner.
- Organize and coordinate with marketing all programs, including web page information
- Oversee program registration and processing of forms to ensure minimum participation has been met and maximum not exceeded. Communicate cancellations as needed
- Coordinate the collection of payments and deposits with the business office.
- Facilitate the approval of check requests and invoices with timely submission to business office for payment
- Oversee the hiring of program employees. Verify all employees have completed paperwork and background check has been completed
- Provide a Mentorship Principles Workshop for all Students Working or Volunteering at FCS
- Provide access to approved facilities and verify properly secure at the end of an event. Ensure no unauthorized distribution of facility keys
- Provide on campus supervision of day-to-day aspects of all auxiliary programs
- Monitor activities to ensure compliance with stated objectives and take corrective action when necessary
- Report any unauthorized or undocumented use of facilities to Facilities Director/Athletic Director
- Ensure attendance is being tracked by all programs
- Verify student accident report has been filed for any injuries sustained while participating in activity
- Meet with program directors at end of program to verify no variance from stated objective, assess any damages and/or injuries, verify all participants have paid registration fees, all vendors have been paid, and hours for other personnel submitted. Upon successful closeout, coordinator may submit approval for payout to program director

#### Athletics:

- Assist Athletic Director when necessary in planning, detailing any tournaments that FCS may choose to host or attend
- Oversee and monitor all athletic facilities during assigned shift
- Support the needs of the department on game days or any special event requiring attention
- Attend any meetings that are required
- Working collaboratively to assist athletic and coaching staff with special requests, correspondence, and general duties
- Submit any work orders for repairs or maintenance issues to the Facilities Director behalf of the department

#### Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth.
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards.
- Must maintain high level of personal hygiene and cleanliness at all times.
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment.
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety.
- Abide by and comply with all school policies and regulations
- Other tasks as assigned by Athletic Director or his delegate

#### Qualifications:

- Bachelor's Degree is required
- Minimum of 3 years of experience is required
- Passionate about working with young adults and a desire to assist them in their personal, educational, and spiritual development.
- Demonstrated strong and visible Christian Faith.
- Must be able to work intuitively and independently as well as part of the Athletic Team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment.
- Ability to understand written and oral instruction.
- Demonstrated interpersonal and communication skills to successfully interact with diverse staff, faculty, students and other constituents of the school.
- Ability to delegate, manage and supervise volunteers, parent groups, and students.
- Ability to meet deadlines and perform tasks under pressure
- Ability to anticipate and to plan both short and long term.
- Must possess strong customer service skills and be highly detailed oriented.
- Ability to maintain strict confidentiality with all matters.
- Solid working knowledge of Microsoft office suite, internet, knowledge of Renweb a plus.
- Must have the ability to work in a school environment by successfully passing the school mandated background check process.
- Positive appearance, attitude, and presentation with a strict sense of confidentiality.
- Possess a valid state driver's license.
- Regular and consistent attendance and punctuality is required and a condition of employment.

#### Physical Qualifications:

- Standing/sitting for long periods of time
- Bending. Lifting (up to 50lbs) pushing, kneeling, crouching, crawling, stooping
- Use of hands and fingers for manipulation and using tools
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.
- Ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight
- Carrying materials and athletic equipment such as balls, goals, scoreboards, and field equipment, etc.

#### Working Environment:

- The employee is regularly in a typical office environment with adequate lighting and pleasant conditions.
- The employee may be regularly exposed to noisy environments.
- The employee may be exposed to dusty environments.
- The employee may be working in areas with moving mechanical parts.
- The employee may be exposed to inclement outdoor weather conditions.
- The environment often may be cluttered with equipment.

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects assignments of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to the job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must have the abilities to perform each duty proficiently. Continued employment remains on an "at will" basis.