



Position Title: Auxiliary Programs, Program Assistant
Position Status: Full-time, 12 months
FSLA Classification: Exempt
Reports To: Director of Auxiliary and Special Programs

Position Purpose

The Program Assistant supports the Auxiliary Department programs, activities, and projects, and provides administrative support to the Director of Auxiliary Programs and SCH's Facility Rental, After Care and Summer programs. The Program Assistant deals with a diverse constituency of internal and external individuals at all levels of the organization and provides high-quality customer service and information to all members of the SCH community. The ideal candidate is passionate about working with children and families as well as community organizations.

Essential Functions

Support for all After School, Summer Programs, Rentals, and other Auxiliary Department day-to-day Operations:

- Provides on-campus supervision of staff, students, vendors, and guests.
- Supports the safety of all children and staff and guests in all programs.
- Supports leadership and execution of the After School Center and Summer Programs, in absence of either Director
- Supports all SCH Campus facility rental efforts.
- Supports with marketing and communication efforts for all Auxiliary Programs.
- Maintaining inventory and ordering for all Auxiliary Programs.

Enrollment, Admissions, and Programming

- Tracks attendance of both After Care and Summer Programs.
- Generates weekly roster of enrichment classes.
- Oversees program registration and processing of all forms and communication via the CampBrain system.
- Makes arrangements for all off-campus activities, including field trips and transportation.
- Purchases all supplies for Auxiliary Programs, After Care and Summer Programs.
- Supports Auxiliary Programs Department as needed.

Staffing

- In conjunction with the Human Resources Office, processes new employee forms.
- Tracks and enters hours for non-exempt staff in the PROXUS time and attendance module.

Accounting

- Processes deposits.
- Reconciles credit card transactions.
- Liaisons with families to resolve delinquent accounts.
- Processes payments of outside professionals.
- Generates tax and FSA receipts for families as needed.
- Processes reimbursements.
- Maintains revenue spreadsheets.
- Records all rental transactions and related tasks supporting compliance with risk management and facility use agreements.
- Handles the processing of all check requests and invoices with the Business Office.
- Supports billing and collections activities for Auxiliary Programs, coordinated with the Business Office.

Customer Service

- Provides accurate and quality customer service and information for all inquiries via phone, mail, or email.
- Provides timely responses to all requests and inquiries.
- Serves as the SCH ambassador and host at special rental events, scheduled by Auxiliary Programs
- Represents the school at events and fairs in a manner that exhibits and promotes SCH's mission.
- Other duties as assigned by the Director of Auxiliary Programs.

Qualifications

- Bachelor's Degree preferred.
- Experience in working with out-of-school-time youth programs.
- Experience in an educational setting preferred.

- Experience in an administrative or office setting preferred.
- Fluency in building reports in excel and google sheets required.
- Experience with social media platforms preferred.
- Strong cultural competency with a commitment to creating and supporting diverse, equitable, and inclusive communities.
- Fluent in leveraging technology to manage program operations, as well as Google Suite, databases, and HR/payroll systems.
- A high level of integrity and an extraordinary work ethic.
- Excellent oral and written communication skills.
- Well-developed collaborative work style; ability to interact with employees at all levels of the community.
- An independent and strategic thinker with a track record of follow-through on areas of responsibility.
- Ability to work Monday-Friday, from 10:00 am – 6:00 pm as well as weekend and evening hours on occasion.

Physical Requirements and Work Environment

- Lifting and carrying objects up to 30 lbs.
- Regularly use close and distance vision.
- Regular sitting, standing and/or walking, along with the need to bend, climb, reach and kneel and sit on the floor/ground/grass
- A moderate noise level in the work environment.
- Work in a traditional climate-controlled classroom environment with a moderate noise level.

Application Procedures

Interested candidates, please **email** a cover letter, resume, and contact information for three professional references to careers@sch.org

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