



**INTERNATIONAL SCHOOL OF THE SACRED HEART**  
**After School and Summer Programs Coordinator**  
**Job Posting**

**Job Title:** After School and Summer Programs Coordinator  
**Terms:** Full time staff position  
**ISSH School Year hours: 10:30-18:30**  
**ISSH Summer hours: 8:00-16:00**

[International School of the Sacred Heart](#) in Tokyo is searching for a full-time coordinator of after school activities and summer programs who is keen to lead the Extended Day Program for younger students, coordinate engaging after school/weekend classes/camps for students of all ages, work with those who rent spaces at ISSH, and to lead successfully established summer programs. This person will coordinate the hiring of staff for the extended day program and camps. This Coordinator will engage directly with students and parents, and will collaborate with the K/JS Principal, faculty and staff and outside vendors. The person will begin in August.

**Qualities necessary for this position:**

- ❖ Friendly/relational personality - love of children and good with people
- ❖ Ability to organize and follow-through with short and long-term projects/tasks
- ❖ Responsible and flexible
- ❖ Ability to see needs and take initiative
- ❖ Open to learning about and engaging with people from different cultures and backgrounds.
- ❖ Business acumen and experience in a school setting
- ❖ Able to learn and use school software programs
- ❖ Post-secondary degree
- ❖ Japanese (ability to read/write)
- ❖ English (advanced/fluent)

To apply:

Please send a resume and letter of interest to: [info@issh.ac.jp](mailto:info@issh.ac.jp)  
with the Subject: **After School and Summer Programs Coordinator.**