# LOWER SCHOOL ENRICHMENT AND AFTER SCHOOL COORDINATOR

## JOB DESCRIPTION

| LOCATION | North Broward Preparatory School  
Coconut Creek, FL |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB PURPOSE</td>
<td>The Lower School Enrichment Program Coordinator is dedicated to delivering exceptional quality and hospitality in all aspects of the enrichment program. The coordinator ensures the enrichment program aligns with the school's mission and vision, fosters holistic development in students through innovative and diverse activities. This role is responsible for recruiting and retaining outstanding enrichment faculty staff and vendors, ensuring a dynamic and engaging learning environment. The Coordinator is responsible for driving growth and enhancing the program's commercial success while maintaining a strong focus on quality and customer experience. This position is essential in creating an enriching experience that supports the overall educational goals of NBPS.</td>
</tr>
<tr>
<td>REPORTING TO</td>
<td>Lower School Principal</td>
</tr>
<tr>
<td>DIRECT REPORTS</td>
<td>Enrichment vendors and after school faculty and staff</td>
</tr>
<tr>
<td>OTHER KEY RELATIONSHIPS</td>
<td></td>
</tr>
</tbody>
</table>
- Internal:  
  - LS Admin team  
  - NBPS Faculty and Staff  
  - Students  
  - Support Staff  
- External:  
  - Parents  
  - Enrichment class vendors  
  - Community partners |

## KEY RESULTS AREA

### ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY

- Support the holistic success of our afterschool programs.  
- Create a business plan to ensure the commercial success of our after school programs  
- Help us with meet the needs of families for an enriching afterschool experience by providing robust classes and managing the program execution.  
- Lead the afterschool staff and organization of the programs offered to students at all grade levels.  
- Deliver a high-quality experience while ensuring the commercial growth of the programs.  
- Parent and student feedback  
- Team’s feedback  
- Commercial performance  
- Programme success

### PROGRAM DEVELOPMENT AND GROWTH
- The Lower School Afterschool Enrichment Coordinator will develop a solid business plan to ensure the growth of the afterschool enrichment program for NBPS. 
- The Coordinator role will require the planning, implementation, supervision and management of our daily afterschool enrichment program as well as aftercare. (M-F 10:00 am-6:00 pm)

### Key Performance Tasks

- Assess needs of the afterschool enrichment program
- Create a business plan for an enhanced program offering.
- Identify classes to be offered and scheduled.
- Hire and on-board vendors or part-time faculty and staff to offer classes.
- Oversee the hiring process with the HR team.
- Plan enrichment schedule (semester or trimester).
- Communicate schedule, classes, sign ups, and all correspondence for the afterschool enrichment program.
- Oversee all billing and financial aspects of the program.
- Manage all vendors, faculty and support staff.
- Manage teacher offered classes and teacher assistant roles, as needed.
- Handle all parent communication as it pertains to the enrichment program.
- Oversee the check-in, attendance and dismissal processes for all afterschool programs.
- Ensure the health, safety and procedures of all afterschool program elements.

### Professional and Personal Development

- Be an ambassador for NBPS by developing a world class afterschool program.
- Work alongside the Lower School Faculty and Administrative Team to develop and offer a program that meets the needs of the school and community.
- Develop strong and positive relationships with faculty, students and parents.
- Embrace the Mission, Vision and Values of NBPS and NAE.

### Additional Responsibilities

- Provide feedback to all vendors/instructors.
- Observe and monitor classes.
- Solve day to day problems as they arise.
- Communicate with parents as needed.
- Supervise the aftercare program following the dismissal of the enrichment program.
- Work with the aftercare staff to support all aspects of the enrichment program and aftercare program.
- Additional tasks and responsibilities as determined by the NBPS Team.

### Personal Specifications

- Bachelor’s degree required; Master’s degree preferred in related field i.e. education, Ed.Leadership,
Business, Management

- 3+ years of experience in organizational management, commercial leadership or educational/recreational program management.
- Experience working with children in a school or setting.
- Excellent oral and written communication skills.
- Knowledge of business plan development and growth metrics.
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You’d like to work in a purpose-led sector.

PERSONAL ATTRIBUTES

As our teammate, here’s what we expect:

- You love being part of a team – it’s what gets you up in the morning.
- You’ll run it like you own it – you take huge pride in your work and your relationships.
- You’re resilient – you’ll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You’re humble – you’ll know what you’re great at and where you’re not quite so strong.
- You’re a listener – you’ll hear what people say so you understand what’s being asked.
- You’re calm under pressure – you’ll keep cool when the going gets tough and know when to slow down your thinking.
- Entrepreneurial – you’ll always find opportunities to do things differently and better.

CREATE YOUR FUTURE

We’re Nord Anglia Education, one of the world’s largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world’s best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you’ll become part of a global family of experts working for a fast-growing premium international brand.