



**Title:           Enrichment Coordinator**

**Reports to:   Director of Finance and Operations**

**Job Description:**

The Grosse Pointe Academy seeks an Enrichment Coordinator for the 2025-2026 school year. The candidate will manage the extracurricular programming for the after school clubs, the aftercare/latchkey program, and the summer programming. Enrichment activities allow youth to experience new learning opportunities outside of traditional academic programming and deepens their knowledge of the world around them. The candidate should have previous experience working with children and a willingness to help support the various programs at The Grosse Pointe Academy. While this position encompasses many different duties, its primary function is to help supervise the enrichment activities for children ages 2 ½ - grade 8. Candidates should demonstrate flexibility, energy, enthusiasm, high expectations of themselves and the students, and an understanding of the developmental needs of children.

**Essential Duties and Responsibilities:**

- The candidate should have a willingness to help and support the enrichment programs at The Grosse Pointe Academy.
- Provide supervision and serve as the point of contact for all school programming
- Provide daily oversight of programs and all program staff
- Maintain clear and consistent communication with staff, school administration, and parents
- Point of contact with parents (distribution of monthly calendar and handling issues with parents as they arise)
- Check email daily to ensure updates and communications are reviewed and responded to in a timely manner
- Manage and control inventory of equipment and supplies
- Address all student behavioral and health related issues that occur
- Provide proper coverage to meet the required staff/child ratios
- Ability to work extra hours and/or provide on call support to staff in an emergency situation
- Create and launch the online registration via Sawyer software for each program offering
- Work with the Building and Grounds team to establish a facility needs plan for each program offering



- Work with the school nurse and each program leader to determine participant medical form needs
- Work with each program leader to make sure all medical forms have been received for each participant
- Work with the Marketing/Communications Department to promote and boost community visibility and increase enrollment, via social media posts
- Work with the Business Office to make sure all employment forms and background checks have been completed by each staff member
- Work with the Admissions Department to encourage student enrollment applications to GPA and communicate with the Division Heads about incoming students that were enrolled in summer camp
- Regularly communicate with the Head of School and the Director of Finance and Operations on the progress and success of each program offering
- Communicate with parents when incidents occur (whether medical and/or disciplinary)

#### **After School Clubs**

- This role is responsible for coordinating the creation, planning, implementation, and supervision of all after school program offerings at The Grosse Pointe Academy.
- Coordinate after school activities that incorporate student interests and ensure their successful implementation
- Monitor the after school activities and provide daily student attendance tracking
- Continuously create/review/evaluate new club offerings
- Creation of program survey to be sent at the conclusion of each program offering

#### **Aftercare/Latchkey Program**

- Provide leadership to the aftercare staff and supervise staff as needed
- Ensure state compliance for day-care licensure
- Monitor the aftercare/latchkey program and provide daily student attendance tracking
- Update aftercare staff about student attendance on a daily/weekly basis
- Hours: one hour per day when aftercare is operational; includes checking in with the aftercare staff at the end of the day to ensure the smooth operations of the program and setting up the day's activities

#### **Summer Programming**

- This role is responsible for coordinating the creation, planning, implementation, and supervision of all summer programming at The Grosse Pointe Academy.
- Ensure state compliance for day-care licensure
- Creation of the summer program application form



- Reviewing summer program proposals from both internal constituency and external organizations
- Work with the Director of Marketing and Communications to devise a plan and schedule for the promotion of summer program offerings
- Hire, train and mentor Summer Day Camp Counselors (may work in conjunction with the Summer Coordinator)
- Determine staffing, facility, and material needs (may work in conjunction with the Summer Coordinator)
- Creation of a program survey to be sent at the conclusion of each summer camp
- Review emergency protocols and plans with the Summer Coordinator prior to the beginning of the summer for GPA Day Camp
- Be present and regularly check in with the Summer Coordinator and Camp Leaders throughout the summer program season
- Additional responsibilities include facilitating the day-to-day operations of summer programming including the hiring, training, and mentoring of staff.

**Experience, Qualifications & Attributes:**

- Bachelor's degree in education or related field and/or a minimum of four years experience in coordinating programs
- Proficient with Google Workspace
- Previous experience working with children in a classroom setting is preferred
- Strong organizational skills
- Ability to multi-task and adapt to a changing environment
- Flexibility to work extra hours, as program needs may change
- Ability to work independently
- Ability to handle stressful situations in a way that does not affect work performance
- Participates as an active and contributing member of a team to reach organizational goals
- Follow all school policies and procedures as stated in the Faculty/Staff Handbook
- The successful candidate must provide a mandated State of Michigan Child Care and FBI fingerprint clearance required

This job description is intended to describe the general nature and level of work being performed by an incumbent in this job and the qualifications needed. The job description should not be construed as an exhaustive list of all job duties that may be performed by a person so classified and should not be construed as an exhaustive list of all qualifications that may be required.

The Grosse Pointe Academy's curriculum and learning environment nurtures, challenges, and inspires our students. To learn more about The Academy Cornerstones, visit [www.gpacademy.org](http://www.gpacademy.org) and select Who We Are for more information.



**Job Type:** Part-time

To apply, send a letter of interest, resume, and reference to Human Resources at [hr@gpacademy.org](mailto:hr@gpacademy.org)