



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Holiday Program Coordinator/ASEP Assistant

OFFICE/CAMPUS: ASEP/Nuuuanu

REPORTS TO: Principal

STATUS: 12 Months (Exempt)

SALARY RANGE: \$56,000-\$58,500

PRIMARY PURPOSE:

To provide a supplemental enrichment program that enhances the HBA learning experience and ensures a conducive and safe environment of care for all students during holiday programs, Summer Adventures and After School Enrichment Program for students in grades Kindergarten through 6th grade.

ESSENTIAL DUTIES/FUNCTIONS:

Holiday Program Coordinator:

- Plan, develop, innovate and implement Supplemental Programs—holiday programs (Fall, Winter, Spring) and Summer Adventures for elementary school (K-6)
- Coordinate field trips, rental buses and community resources.
- Manage summer, intersession, and holiday program registration in conjunction with the SP Coordinator.
- Coordinate advertising and publicity, or the holiday programs and Summer Adventures in conjunction with the SP Coordinator and Director of Communications.
- Develop, maintain, and document financial budgetary status for programs.
- Prepare and distribute communication to parents regarding the program.
- Ensure proper licensing with appropriate government agencies for all holiday programs, Summer Adventures and ASEP.
- Recruit, summer and holiday program staff and conduct ongoing training and development.
- Maintain a good supervisory working relationship with all staff. This includes encouraging open dialogue about individual concerns, difficulties, and new ideas.
- Direct and evaluate leaders in carrying out their respective duties.
- Conduct staff meetings.
- Prepare weekly work schedules for staff.
- Coordinate and oversee contract vendors for holiday programs/Summer Adventures.
- Cross-trained in multiple areas of the Supplemental Programs Department.

ASEP Assistant:

- Provide guidance to children to allow a comfortable transition from the regular school day to the after-school environment and schedule.
- Ensure positive reinforcement, and write behavior and accident reports.
- Assist ASEP Coordinator with proper processing of all collected funds (i.e. tuition, withdrawals, drop-in fees, late fees).
- Provide necessary equipment and supplies to leaders.
- Process purchase orders, check requests, expense reports, and reimbursements.
- Serve as liaison between the school and home to establish a positive working relationship; interact directly with parents, in person, online, or via phone.
- Have strong communication with parents and faculty
- Stores and handles prescribed medicines as directed by the school nurse.

OTHER DUTIES/FUNCTIONS:

- Supports SP Coordinator as needed
- Perform other clerical duties, as needed
- Other duties as assigned.

WORKING CONDITIONS:

- Equipment and Software Use: Computer, Smart Board/SmartTV, iPad, Chromebook, Google Suite - including Google Docs and Spreadsheet, myEagle (Blackbaud), two-way radio, first-aid kit, audio/visual equipment.
- Work Hours: Generally - Regular school: 9:00 a.m. – 5:30 p.m., Monday - Friday. During school intersession, breaks and summer, hours may vary.
- Mental Demands: Ability to function during intense peak periods of holiday programs and summer programs and to prioritize tasks and projects. Analytical and critical thinking ability, attention to detail, concentration, and decision-making. Ability to see both the overall picture and details. Ability to do long-range planning. Exercises good judgement, able to make sound decisions
- Physical Demands: Sitting for extended periods. Must be physically fit to participate in recreational activities and be able to walk around campus throughout the day to actively supervise staff and students.
- Social Demands: Ability to communicate with all stakeholders in a friendly and concise way.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Strong verbal and written communication skills. Enjoys working with people. Possess supervisory/management experience and training. CPR and first aid certified.
- Education/Training: Bachelor’s degree preferred by an accredited college or university. Preference given to a degree in Education and twelve month’s experience working with children.
- Experience: Progressive experience in a supervisory/management role and with children.

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.

- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.