

VACANCY NOTICE

Summer School Program Coordinator

LOCATION: Arrowhead Elementary District #75

SALARY: \$24.00/hr.

HOURS: Two to Four week program throughout summer

CLOSING DATE: Until Filled

RECOMMENDED: Ability to lift 50 pounds

REQUIRED: Experience working with children in an educational environment
Montana Driver's license
First Aid Certification

SUBMIT: Classified Application
Resume

SUBMIT TO: Johanna Osborn, Principal, josborn@arrowheadk8.org or
Arrowhead Elementary
PO Box 37
Pray, MT 59065

POSTED: March 20, 2025

Applications may be picked up at the Arrowhead Elementary School, or visit the District Website.

Arrowhead School is located in Pray, MT, and is an equal-opportunity employer.

Job Title: Summer School Program Coordinator

Job Summary:

The Summer School Program Coordinator is responsible for overseeing the daily operations, safety and activities of the Summer School program to ensure a safe and fun environment for the Summer School students. This position requires excellent organizational and interpersonal skills to effectively manage staff, interact with families, and ensure the smooth running of the program. The coordinator will also be responsible for maintaining communication with the Greater Gallatin United Way and upholding their guidelines and standards.

Responsibilities:

- Facilitate a safe and enriching environment for the Summer School children that attend the program.
- Take attendance every day to ensure accurate records of program participants.
- Manage a team of staff members, including scheduling, training, and performance management.
- Serve as the primary point of contact for staff, addressing their concerns, providing guidance, and ensuring effective communication.
- Act as the main point of contact for families, addressing inquiries, providing program updates, and resolving any concerns.
- Manage and maintain the Enrolzy software, Cayen software, and phones used in the program for effective communication and record-keeping.
- Coordinate the procurement and organization of activity supplies to ensure engaging and varied daily activities for program participants.
- Coordinate the procurement and distribution of snack supplies, ensuring nutritional requirements and dietary restrictions are considered.
- Plan daily activities based on the Curriculum guide, ensuring age-appropriate and educational content for program participants.
- Implement the kidsLINK disciplinary system, maintaining a safe and inclusive environment for all participants.
- Manage the day-to-day operations of the program, including scheduling, program logistics, and resolving any issues that may arise.
- Manage staff hours, ensuring proper coverage and adherence to employment policies and regulations.
- Attend all scheduled required training courses provided by the Greater Gallatin United Way to stay updated on best practices and program requirements.
- Uphold guidelines and standards provided by the Greater Gallatin United Way to ensure compliance and program quality.
- Maintain building cleanliness standards and manage program equipment, ensuring a safe and well-maintained environment.

- Share stories and pictures of the program with the Greater Gallatin United Way to showcase program activities and impact.

Qualifications:

- High school diploma or equivalent; a degree in education, child development, or a related field is preferred.
- Experience working in an Summer School program or a similar setting.
- Strong organizational and time management skills.
- Excellent interpersonal and communication skills.
- Ability to effectively manage and motivate a team.
- Knowledge of child development principles and best practices.
- Familiarity with relevant software and technology used in program management.
- First Aid and CPR certification (or willingness to obtain).
- Ability to pass a background check.