



## **Assistant Auxiliary Programs Coordinator Job Description**

**Reports to:** Auxiliary Programs Coordinator

**FLSA Status:** Full-time, non-exempt employee

**Summary:** Reid Temple Christian Academy is a local C-STEM academy with a focus on providing a holistic Christian education to students in grades PK2 through Grade 8.

Reid Temple Christian Academy (RTCA) seeks an energetic and creative person whom can work independently and collaboratively with the Auxiliary Programs Coordinator to support and develop our before care, after care and summer camp programs.

The ideal candidate will possess strong organizational skills, be a great communicator, and partner effectively with various departments and members of the school, church, and board of director's communities. Additionally, the successful candidate will represent RTCA to outside constituents through highly visible and successful Auxiliary Program offerings in the absence of the Auxiliary Programs Coordinator.

### **Key Responsibilities:**

- Works closely with the Auxiliary Programs Coordinator to develop new and refine existing auxiliary programs focused on academics, athletics, and extra curricular programs, in alignment with the overall strategic vision of the school
- Works independently in performing achievement of short, medium and long-range goals
- Assist in ensuring compliance with legal requirements of government regulations and agencies (Federal, State, and Local); maintaining the educational standards established by the State of Maryland and by those agencies that examine and accredit the academy and its auxiliary programs
- In conjunction with the Auxiliary Programs Coordinator and other appropriate departments, refine the marketing strategy for current programs as well as any new program launches; Responsibility will include all logistics associated with implementation
- Directly support and supervise staff; to include coaching, teaching, and modeling desired behavior when dealing with everyday and difficult situations
- Create and manage communication and announcements to students, staff, and parents.
- Ensuring the successful and timely opening and closing for daily programs including overall supervision and assisting with check in and check out of campers
- Responsible for duties directly related to the management of camp reports and finances, including the camp database
- Responsible for the planning, organization, and facilitation of After School Specials, Field Trips, Field Days, and Service Projects
- Participate 100% with all activities; model active supervision, highly visible throughout the day, Support and connect with student/campers; behave as an appropriate positive role model in all school/camp activities

- Participate in all aspects of operating a successful and profitable before care, after care, winter camp, summer camp, and field trip program, including but not exclusive to program and curriculum development; hiring and evaluating staff members
- Assisting with other logistics as needed

**Qualifications/Requirements:**

- Bachelor's degree is preferred
- Minimum of 3 years of professional camp leadership experience
- Have specialized and practical knowledge of/experience in: supervision; staff management, development, and motivation
- Has the ability to initiate, apply, implement and see all projects through to completion
- Have integrity, patience, adaptability, a sense of humor, enthusiasm, and a commitment to serve youth
- First Aid and CPR training is strongly preferred.
- Want to make the difference in the life of a child

**Physical Requirements:**

The employee is frequently required to walk to various areas of the school, church and business office. While performing the duties of this job, the employee may occasionally push or lift up to 25 lbs. such as boxes, supplies, etc.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*