



## Job Description

**Position Title:** Enrichment Activities and Events Coordinator

**Position Summary:** The Enrichment Activities and Events Coordinator develops and administers extra-curricular programs and provides enriching experiences for students designed to advance student success. The Activities and Events Coordinator coordinates the following programs: Progressive Learning Activities (Extended Day), After School Activities (Clubs, special programs, etc.), weekend programming, Toddler Programming, and supports Baker Summer Discovery. The Activities and Events Coordinator provides support coordination for important Baker events: Open House, other Admission events, Grandparents and Special Friends Day, the Baker Benefit and the 5K.

### Essential Duties & Responsibilities:

#### Enrichment Activities Programming -

- Develop a broad range of annual programming that will stimulate, engage and advance the student experience in the progressive pedagogy
- Assess and enhance current programs and develop new programs, working with curriculum staff to determine programs that will meet the needs of families and the school's mission
- Supervision of day-to-day aspects of all in-house extra-curricular offerings
- Develop programming for the Toddler program, Break Camps and Full Day PLA
- Support the summer school/camp operation, to include academic, extra-curricular, athletic, and off-campus activities
- Plan and coordinate the recruitment of program participants
- Maintain program database and oversee program registration and processing of all forms
- Respond in a timely fashion to all program inquiries regarding the programs
- Collaborate with External Affairs in the development of promotional materials and marketing plans to promote the Baker brand in the Chicago and North Shore community through extra-curricular offerings
- Monitor budgets for extracurricular programs revenues and expenditures
- Process PLA semi-annual contracts
- Collaborate with the business office to ensure coordination of registration, billing and the collection of payments and deposits
- Administer the recruitment, interviewing and hiring of program employees, ensuring compliance with school recruiting and hiring policies
- Submit payroll requests
- Provide direct supervision of support staff and departmental operations

#### Facility -

- Coordinate all facility rentals to ensure no conflicts between Baker programs and outside programs

#### Event Coordination -

- Supports the development, coordination, and execution of the following events: Open House, other Admission events, Grandparents and Special Friends Day, the Baker Benefit, the 5K.



## Qualifications & Skills:

- The individual should be highly skilled in the following areas: communication, interpersonal/ relationship building, organization, time management, delegation, problem-solving, conflict management, decision-making ability, ownership and training and development.
- Experience in the extra-curricular programming activities, preferably with experience in education
- Demonstrates knowledge of child development, from early childhood through early adolescence
- Highly motivated for success and willingness to work nights and weekends, as needed
- Meets deadlines and works well under pressure
- Shows a strong sense of integrity, reliability, and accountability
- Experience managing multiple projects simultaneously and overseeing programs budgets
- Strong creative, analytical, organizational and interpersonal skills
- Ability to work independently and as part of a team
- The job requires an individual to:
  - be a strong role model for professional behavior
  - relate to and work closely with diverse school constituencies
  - lead in a manner that exemplifies and fosters the school's progressive mission
  - understand, appreciate, and articulate Baker's progressive pedagogical practice

## Organizational Relationships/ Reporting Structure:

Directly accountable to the Director of Finance for the performance of all responsibilities related to extracurricular programming, while coordinating all new programs with Division Heads. This position works collaboratively with a wide variety of administrative and academic areas across school to promote programs which complement the students' academic experience. Supervision of faculty, teacher associates and staff working in the extra-curricular areas.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

## School Information

Founded in 1918, Baker Demonstration School is an independent day school is committed to providing an exemplary Preschool, Elementary and Middle School progressive education to our 300 students. Our students come from Chicago, Evanston, Wilmette and other North Shore communities. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values learning by doing. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker.

### At Baker:

- We cultivate our students' intrinsic motivation to learn and their active participation in the learning process.
- We foster excellence through critical thinking and integrated connections across academic and artistic endeavors.
- We promote collaboration while developing personal leadership.
- We foster citizenship by encouraging students to develop self-awareness and compassion for others.



- Baker celebrates individual, family and cultural differences and graduates students who appreciate diversity in all its forms.

### **Application Materials**

Candidates should submit a resume and letter of interest to [employment@bakerdemschool.org](mailto:employment@bakerdemschool.org).

### **Non-Discrimination and Disability Policy**

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.