After School Programs Coordinator
Job Description

About Pilgrim
Founded in 1958, Pilgrim School is a Pre-K through 12 co-educational day and boarding school in the Koreatown neighborhood of Los Angeles. Pilgrim School is a learning-focused school encompassing all members of our community: students, teachers, staff, parents and caregivers, and neighbors. School systems are complex and interconnected. Everything influences everything else, and you can make a difference within whatever role you hold. As educators, we work together and assume a collective responsibility for the learning of all students in our school.

With beautiful play spaces around our campus, the After School Programs Coordinator is a member of our “Play Squad”; valued members of our school community who play an important part in the development of our wonderful students. Working in parallel with our Play Team Coordinator, we seek a skilled leader to lead our after school programs: Childcare, Homework Club, Enrichment Classes, Elementary Sports and Summer Camp. This individual should have experience in a school, camp, or a comparable setting.

Our Purpose
To inspire and challenge students to better themselves and the world around them.

Our Commitment to Diversity, Equity, Inclusion, and Belonging
Pilgrim School believes in the inherent value of every individual. We work passionately to create a culture in which diverse perspectives are celebrated and respected. We recognize the legacy of harm that history and existing structures perpetuate in our world, particularly upon historically marginalized groups, and the urgency of ongoing self-examination and purposeful anti-bias, anti-racist action. Therefore, we commit to devoting our resources, infrastructure, labor, and attention in both the heart and mind to these pursuits.

Our Core Values
Joyful Experiences, Focus on Mastery, Personal Attention

Position Details
The position is full time (40 hours/week), 12 months, includes a 5-7 week Summer Camp Program, begins immediately, and the salary range is $54K-$58K annually. The position supervises staff and outside vendors. The position reports to the Elementary Division Head.

We need a leader/administrator who is flexible, innovative, and works collaboratively to provide a safe and dynamic program environment that educates, enlightens and inspires youth in an after school setting.

The job includes the following duties and personal qualities:

Education Requirement:

- Must possess a High School diploma or General Education Diploma (GED).
- Baccalaureate degree in education, social or human services, child development, recreation or related field is desirable or equivalent work experience in education, youth development, recreation, and or human services desirable.

Professional Qualities of our Coordinator:
- Humble, Driven, Relational
Experience working in a leadership or supervisory capacity in an afterschool, day camp, or youth-based organization focused on children ages 5 to 14;

Demonstrates reliability and punctuality by arriving on-time for scheduled shift and completing supervisory responsibilities in a timely and thorough manner;

Maintains the highest degree of confidentiality in student, staff, and management matters;

Respond to critical incidents and act promptly in an emergency situation;

Completes assignments with a positive attitude, following accepted procedures and practices even when workloads and demands are high;

Presents a professional appearance in dress & grooming;

Possesses excellent organizational and managerial skills;

Loves to play and be outside every day;

Knowledge of developmental needs of school age children;

Ability to manage and supervise large groups;

Organized and self-starter;

Detail and systems oriented;

Creative problem solver;

Fluent in Writing, Reading and Speaking English language;

Strong communication skills for speaking with and writing to students, parents and colleagues;

Pilgrim employees rely on technology for records and communication; all are expected to embrace technology and have competency in computer use for basic office applications.

After School Job Duties:

Serve as the Play Coordinator in the absence of the Play Coordinator. Participate as a Play Team Member with assigned responsibilities each day.

Oversee, develop, supervise and lead all after-school programs, including Childcare, Homework Club, and Enrichment classes for students K-8.

Support the Pilgrim School Athletic Director by acting as Elementary Sports Team Coordinator. Fulfill all duties assigned by the Athletic Director.

Build positive, long-lasting relationships with children on campus who see you as a role-model and leader

Provide care, supervision and fun after school every day.

Support afternoon pick up procedures on a daily basis.

Assist with the organization of a school-wide Lost and Found area.

Create schedule for covering canceled classes or during inclement weather

Support Outdoor Education Learning Day activities.

Maintain a flexible schedule and encourage team members to do the same.

Understand and uphold school wide safety practices to keep students safe while on campus after regular school hours.

Model kindness, patience, and enthusiasm for your work each day.

Communicate with school nurse on health issues that occur on a daily basis (e.g. scrapes, cuts, bumped heads, headaches, vomiting, potty accidents)

Communicate with parents about student concerns or successes as needed.

Work with school safety and emergency team to conduct and review drills on campus (e.g. fire, earthquake, lockdown)

Responsible for recruitment, hiring, and supervising effective afterschool, coaches, and camp program staff capable of managing and leading a classroom environment or team of up to 20 students.
• Responsible for preparing, collecting, reviewing and submitting completed new hire employee packet or paperwork for all independent contractors working on campus.

• Responsible for submitting invoices for payment for all independent contractors working in after school and/or summer programs.

• Responsible for submitting check request, purchasing of supplies, and updating inventory on a quarterly basis.

• Responsible for registering students into all Afterschool programs.

• Manage student daily sign out for after care programs.

• Available to work evenings and weekends as needed.

• Lead regular staff meetings to discuss common concerns and problem solve to improve the program.

• Perform other duties as assigned.

**Summer Camp Program Development & Management**

• Ability to create and implement fun, engaging developmentally appropriate activities in the areas of common core, character development, project based learning, STREAM, fitness and recreation, academics/enrichment.

• Manages staff scheduling

• Maintains Summer Program email account

• Communicates with parents via email

• Greets parents and students each morning

• Manages the day to day administration of all camp activities

• Responsible for daily camp program development

• Hiring and training of all Head Counselors and Jr. Staff

• Handles all registration for all types of camp programs (Summer camp - School year Camp Panther).

• Requests supplies as needed.

• Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established procedures for notification to parents and administration.

• Maintain cleanliness in all program areas; including the upkeep of the equipment and facility in an acceptable manner and the set-up and breakdown during the program day

• Promote camp registration and market program within Pilgrim community and outside.

• Communicates camp activities weekly to parents using social media and newsletters.

• Ability to lead and supervise fitness activities, monitor behavior, oversee curriculum activities and perform housekeeping responsibilities.

**Elementary Sports Job Duties**

• Oversee all aspects of day-to-day programming within local leagues
Establish internal teams for K-2 students (Blue and Green Teams) during lunch play as a mini-league.
Run 1-2 sports per season (Fall, Winter, Spring)

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Schedule use of gym and field with Athletic Director.
Schedule buses for away games for older athletes Gr 3-5.
Provide care, supervision and fun while developing a positive attitude toward sports.
Organize, distribute and collect team uniforms.
Hire coaches with a focus on player development, not winning!
Implement a Jr. Coach Volunteer program offering Pilgrim Middle and High School Students leadership opportunities in coaching.
With Athletics Director, train coaches in Pilgrim Athletics expectations
With Pilgrim Dance Instructor, move Elementary POM under your supervision and administration.
Coordinate a Sports Banquet for all Pilgrim Elementary Athletes (apart from secondary)
Lead one coaching meeting per season (minimum) to discuss common concerns and problem solve to improve the program assigned.
Meet with Elementary Director pre-season to review team rosters and schedules.
Communicate with Classroom teachers about team rosters, schedules, early dismissals, etc.
Perform other duties as requested including support and partnership with the Athletic Director.

Other Skills:
- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Ability to engage in physical activity with members without limitation.
- Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.

Interviews begin upon receipt of qualified candidates.
Start Date: June 1, 2024 (Negotiable)
Send your cover letter and resume to: Sheryl E. Cohen, PhD
Elementary Division Head
scohen@pilgrim-school.org

Pilgrim School is an equal opportunity employer.