

ACTIVITIES PROGRAM ASSISTANT

Department: Activities

Reports To: Afternoon Activities Coordinator; ES/MS Assistant Principal

Job Summary:

Assist in the day to day operation of the Afternoon Activities program.

Qualifications:

- Bachelor's degree
- At least 1-2 / 2-4 years of related experience
- Proficient in productivity applications, both installed and cloud-based apps, particularly Google Workspace, Microsoft Office Suite
- Excellent verbal and written communication skills
- Demonstrates strong sense of interpersonal, organizational and time management skills and detail-oriented
- Highly motivated, flexible and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Confidentiality is a must

Key Responsibilities:

- Assists the Activities Coordinator with registration of Afternoon Activities for ES, MS and HS.
- Monitors students' attendance in activities and handles schedule changes, cancellations and payment follow-ups.
- Coordinates ES class shirts design and production.
- Coordinates with the uniform supplier and distributes uniforms for matches/events as well as bills students accordingly through the accounting office.
- Update teachers, students, parents, and coaches regarding registered activities.
- Conducts orientation for new coaches/staff regarding program policy and procedures.
- Books activity or event venues and liaise with ISM AV/Custodial staff for set up for events.
- Assists in purchase requests and orders of materials and supplies for day to day or event requirements.
- Monitors and reports coaches' daily attendance and prepares attendance reports for payroll.
- Coordinates with the Human Resource office in regards to matters such as employment contracts, payroll, quit claims, etc.
- Creates year-round TA afternoon supervision schedule.
- Tends to office work during weekend activities and other special events.
- Updates and decorates bulletin boards and website.
- Communicates with parents regarding any matters pertaining to the student or program.
- Prepares announcements for parents or coaches regarding the Activities program.
- Assists in recruiting substitute teachers/coaches to cover absences.
- Assists and allocates tasks for the preparation and coordination of student events such as assemblies, sports day, concerts/recitals, projects, amazing race, etc.
- Ensures general upkeep of the office in terms of cleanliness and proper filing system.
- Assists in coordinating student referrals.
- Supervises in playground and lunch duties as well as assist campus supervisors when needed.
- Prepares certificates / awards and booklets.

- Establishes and maintains high levels of public relations when assisting faculty, students, parents and visitors.
- Assists in coordinating the Summer Activities Program, including liaising with the finance office regarding fees and payments
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs any additional duties assigned by the supervisor.