



1001 Boone Ave North | Minneapolis, MN 55427

POSITION DESCRIPTION

Position Title:

Enrichment Programming Manager

FLSA Designation:

Full Time - year round

Department:

Administration

Reports to:

Principal

Date Written/Revised:

05/23/2023

Job Summary

The Enrichment Programming Manager develops, executes and maintains programming around school hours, including but not limited to; before and after school enrichment clubs, non-school day programming, and Camp Franklin summer programming. Additionally, the Enrichment Programming Manager assists teaching staff with planning and implementing community-based instruction and service-learning opportunities, and serves as the advisor for the student council.

Essential Job Functions

- Coordinates development and implementation of the after-school enrichment club programs and Camp Franklin summer camps, including curriculum development, scheduling and staffing.
- Substitute for Teachers/Behavior Therapists when needed.
- Works with the School Leadership Team to develop and staff meaningful programming for non-school days such as winter, midwinter, and spring breaks.
- Maintains and develops partnerships with appropriate public and private organizations and individuals that provide services to the students and families.
- Collaborates with admissions department for summer camp enrollments
- Serves as the main point of contact for all enrichment programming, registration and billing questions.
- Maintains all registration and billing entries for Enrichment offerings in Tuition Management.
- Develops procedures and policies for the operation of the Enrichment Program.
- Collaborates with other departments to meet individual student needs.
- Conducts, analyzes, and applies information from periodic program evaluations.
- Supervises staff assigned to Enrichment programming.
- Develops and tracks budget for the Enrichment Program.
- Collaborates with the Marketing Department to grow the department
- Provides service-learning opportunities at appropriate developmental levels for all students.

- Provides Experiential learning opportunities at appropriate developmental levels for all students.
- Takes responsibility for spirit wear.
- Coordinates transportation as needed for Enrichment activities, including bus driver training.
- Coordinates 1:1 academic service including Got It! Tutoring and Piano lessons.
- Drives a 15-passenger bus to Enrichment activities as needed.

Required Qualifications & Skills

- Minimum of one year teaching or assisting programming for children or an equivalent combination of education, training and experience
- Ability to juggle competing demands and priorities
- Excellent customer service skills
- Excellent written communication skills
- Attention to detail
- Excellent computer skills
- Experience in Google and Microsoft Suites
- Experience with database softwares
- Ability to work an extended schedule (some evenings and weekends)
- Bachelor's Degree
- Clean driving record

Preferred Qualifications

- Minimum of two years in activities coordination, summer programming or related field
- Experience in enrichment organization and development
- Bachelor's Degree in Community Education

PHYSICAL REQUIREMENTS:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to: walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms; and to sit. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Frequency Key: Never - 0 hours; Rare - up to 1 hour; Occasional - 1-3 hours; Frequent - 3-6 Hours; Constant - 6-8 hours

● <u>Physical Activity</u>	<u>Frequency</u>
● Sitting	Frequent
● Walking	Constant
● Climbing stairs	Occasional
● Standing	Constant
● Crouching/Bending/Stooping	Constant
● Reaching	Constant
● Pushing/Pulling	Occasional up to 50 lbs.
● Near Vision	Constant
● Far Vision	Constant
● Hearing	Constant
● Talking	Constant
● Lifting/carrying (#50 lbs)	Occasional
● Travel	Occasional

Additional Working Conditions, Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

Evaluation

Performance of this job will be evaluated yearly in accordance with the provisions of the Board’s policy.

Salary

- Competitive and dependent on experience
- Health benefits package
- PTO
- 401k with 4% employer match
- Short term disability and life insurance covered by employer

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

