



Job Posting:
Part-Time Activities Coordinator, Kindergarten through Grade 8
2020-2021

Assumption Catholic School is seeking a part-time activities coordinator to support and implement a quality after-school program in grades Kindergarten to Grade 8.

Job Description:

Activities (chess, Math Olympiad, EDP camps, archery):

- Write a co-curricular summer letter
- Create registration forms
- Schedule classes, reserve classrooms for days of the week
- Communicate frequently with coordinators of activities
- Track eligibility of students on a weekly basis
- Ensure volunteers/coordinators have the following:
 - "Protecting God's Children" program
 - Criminal background check

Athletics:

- Attend Whatcom County League of Middle Schools Athletic Director meetings (four times per year)
- Prepare athletes and coaches for assemblies throughout the year
- Equipment purchasing and monitoring
- Reserve courts for tennis
- Reserve park/track for Cross Country and Track & Field
- Coach requirements
 - Background check
 - "Protecting God's Children" program
 - CPR requirement
- Schedule officials for games and schedule gym times with Assumption Church
- Communicate with coaches and parents of activities
- Set up the gym and take down the gym for home games
- Recruit and hire coaches and coordinators
 - 4-6 weeks before season begins

- Fall, Winter, Spring
- Track and Field, Cross Country, Volleyball, Wrestling, Basketball, Tennis
- Connect with PTC for paying coaches
- Find substitute coaches or fill in, as needed.
- Track eligibility of players weekly
- May need to coordinate and/or coach activities for a season
- Create registration forms and send to families with the office staff.
 - (2-3 weeks before the beginning of the season or activity)
- Managing the budget
 - Work with the principal to generate income for the programs and decide on registration fees. Ensure that there is a managed budget and that expenses don't surpass generated income. Facilitate research into new programs.

Hours of duty:

- 3-6 pm, as needed. Sometimes it may require being at school 6:30 pm depending on game times
- Hours are flexible, usually 3-4 working hours per week in the beginning of a season and 1-2 hours per week once activities are established

Rate of pay: This is a stipend position based on the amount of hours expected to do the job effectively and efficiently. The stipend starts at \$2750 for the school year (pro-rated if starting later than September 1st), to increase in increments of \$500 for each consecutive year (up to \$4,000). Coaching a team may warrant an additional "coaching" stipend of \$500-\$750. Parents may have their volunteer hour requirement waived for working in this position.

Qualifications: (Only qualified applicants will be reviewed.)

- Coaching experience preferred
- Flexibility in the schedule to be able to work afternoons
- Minimum age- 21 years old
- Complete "Protecting All God's children" and criminal background check
- Concussion online lesson through WIAA

Start date: Fall 2021

Application procedures:

Please email the following items or send by mail to the school principal and bookkeeper:

- 1.) CV/Resume- List all work experience and your education background
- 2) Letter of introduction
- 3) At least three professional references

Deadline for applications: Ongoing

Please email your application documents to
theoffice@school.assumption.org

Or send by mail to:

Angie King and Dan Anderson
% Assumption Catholic School
2116 Cornwall Avenue
Bellingham, WA 98225