



**TEAM** School

**POSITION TITLE** Student Program Coordinator

**REPORTS TO** Head of School

**JOB SUMMARY** The Student Program Coordinator supports the mission of Olive Branch Christian School by overseeing all aspects of the school's student programs, including day care, enrichment opportunities, camps, and special events. This role provides leadership in program development, staffing, scheduling, safety, compliance, and family communication to ensure a safe, structured environment beyond regular school hours. The coordinator ensures high-quality programs that foster a nurturing atmosphere while partnering with parents to support a rigorous, Christ-centered educational experience.

**ESSENTIAL FUNCTIONS**

- Program Development
- Department Leadership
- Communication & Customer Service
- Operational Oversight
- Other Responsibilities

**PROGRAM DEVELOPMENT**

- Design, implement, and evaluate extracurricular programming.
- Ensure all programs align with the mission, values, and Christ-centered culture of the school.
- Assess program effectiveness and implement improvements as needed.
- Coordinate seasonal programs, camps, and special initiatives as appropriate (e.g. summer camp, ACSI events, enrichment showcase).

**DEPARTMENT LEADERSHIP**

- Assist with hiring, training, supervising, and evaluating student program staff.
- Create and manage staffing schedules to ensure appropriate supervision.
- Provide ongoing coaching, feedback, and professional development for team members.
- Model professionalism and a Christ-centered approach to working with students and families.
- Foster a positive and collaborative department culture.

**COMMUNICATION & CUSTOMER SERVICE**

- Serve as the primary point of contact for families regarding student programs.
- Communicate program details, policies, schedules, and updates in a timely and professional manner.
- Address parent concerns and questions with clarity and care, in accordance with school procedures.
- Collaborate with administration and faculty to ensure smooth coordination between instructional and after-school programs.

## **OPERATIONAL OVERSIGHT**

- Ensure student safety through proper supervision procedures, check-in/check-out systems, and policy adherence.
- Maintain compliance with applicable school requirements.
- Oversee attendance tracking, incident documentation, and required reporting.
- Monitor enrollment, staffing needs, and supply inventory.
- Assist with budget oversight and provide program reports to the Head of School as requested.

## **OTHER RESPONSIBILITIES**

- Uphold and model the mission, values, and Christ-centered culture of Olive Branch Christian School.
- Participate in staff meetings, professional development, and required training.
- Assist with school-wide events and initiatives.
- Perform other duties as assigned by the Head of School.

**TIME COMMITMENT:** This is a 12-month, part-time, hourly position requiring consistent on-campus presence. Occasional evening or weekend hours may be required for special events.

## **EDUCATION AND EXPERIENCE:**

- Some college coursework in Education, Child Development, or related field preferred.
- Minimum of 2–3 years of experience in childcare, extended care, enrichment programs, or youth leadership required.
- Prior supervisory or leadership experience preferred.
- Experience with program coordination and regulatory compliance is a plus.

## **QUALIFICATIONS:**

- A born-again Christian who aligns with the Church's Statement of Faith and Core Values and agrees to uphold these beliefs in daily practice.
- Although not required to be a member of Olive Branch Community Church, support staff must attend a Bible-believing church and demonstrate alignment with Olive Branch Christian School's mission and values.
- Strong organizational, communication, and interpersonal skills, with the ability to maintain confidentiality.
- Proficiency in Microsoft Office and school management systems such as FACTS and Raptor.
- Ability to multitask, adapt, and prioritize in a fast-paced environment.
- Willingness to undergo a criminal background check and complete annual training in Sexual Harassment and Child Protection.
- Ability to meet the physical demands of the position.

## **PHYSICAL DEMANDS:**

- Sit, stand, and move freely within the office and school environment.
- Lift and carry up to 25 lbs. occasionally for event support or office tasks.
- Operate office equipment such as computers, phones, and printers.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, and unpleasant odors. The noise level in the work environment is usually moderate to loud.

**OLIVE BRANCH EMPLOYMENT STATEMENT:** This job description is subject to change, and all terms and conditions are subject to the Olive Branch Employee Handbook.

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**Employee Name (Please Print)**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**