



ECHOES Program Coordinator

After School Programming

The ECHOES Program Coordinator is responsible for the comprehensive range of learning activities that take place outside of the academic day at The GreenMount School and reports directly to the Head of School. The Program Coordinator will provide a safe, nurturing, and connected transition between the school day and the extended school day.

The GreenMount School is a small independent school in Baltimore City with just over 100 students. Our mission is to provide a creative education for grades kindergarten through eighth – emphasizing multicultural, cooperative, and experiential learning supported by strong family participation.

The ECHOES Program is developed to support student academic, social, emotional, and physical health outside of the academic realm. Programming includes after-school care for students in kindergarten through eighth grade and after-school enrichment clubs.

Essential Duties and Responsibilities

The ECHOES Program Coordinator's responsibilities include:

- Embracing the school-wide strategic vision and, in particular, promoting the after school activities within the school community
- Coordinating the development, implementation, and ongoing management of the ECHOES program
- Developing procedures and policies for the operation of the ECHOES program
- Actively working with staff responsible for particular areas of the ECHOES program and ensuring recruitment for these positions
- Recruiting, training, and managing a CO-OP volunteer base to assist with ECHOES programming
- Establishing and maintaining communication with members of the school staff about student needs and aspects of the ECHOES program
- Supervising registration and orientation of students and parents
- Maintaining inventories and records needed for program administration
- Managing ECHOES budget, distributing and collecting contracts, and collaborating with the Business Officer
- Overseeing the timetable of the ECHOES program and assisting staff as needed
- Providing regular oral and written reports to the Head of School
- Performing other duties as assigned by the Head of School
- Supporting the school and its leadership

Required Qualifications

The ideal candidate will be energetic, creative, and articulate, with an entrepreneurial work ethic. Previous experience in education and program coordination is highly desirable. Previous experience

in an independent school setting and an understanding of progressive education are a plus. Qualifications also include:

- Well-developed organizational skills, including the ability to work to deadlines and the ability to plan for short-term and longer-term strategic outcomes
- Skilled at writing and creating curricula and activities that complement the students' traditional school day.
- Exceptional problem-solving skills and the ability to mediate and resolve matters with parents, students, staff, and the broader community
- Fully cognizant of the need to work outside normal school hours (afterschool, professional days, and other times) as required
- Outstanding communication skills, including written communication, are essential.
- Previous experience with, and knowledge of, database management
- Willingness to work hard and as part of a team for a common goal
- Genuine interest in serving The GreenMount School to help it be the best it can be

Working Conditions

Working conditions include time present inside and outside, sitting, walking, light to moderate lifting, moving in time with students, and much creative play.

Hours and Salary

This position is a part-time position with benefits, 30 hours per week with occasional additional days added for professional days as well as a week both before and after school. Professional day hours beginning July 1, 2022. The salary range is negotiable depending on experience.

Application Process

Complete an application found on the school website, send the application along with a letter of interest, resume, and references (letters of recommendation or contact information for references) via email to:

Human Resources, The GreenMount School
HR@greenmountschool.org

The GreenMount School is an Equal Opportunity Employer and welcomes applications from qualified candidates regardless of age, race, color, sex/gender, national origin, citizenship status, religion, disability, sexual orientation, or any other protected status in accordance with the requirements of all federal, state, and local laws.