

Events/ Afterschool Activities Coordinator

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Company: Heritage International School

Location: Kampala

Category: business-and-financial-operations

Nature and Scope

Under the direction of the Administration team, the Events/ After School Activities Coordinator will be responsible for coordinating and running the after-school activities programme. This will involve setting up the after-school activities schedule and communicating the full breadth of after-school provision to the community. This will include the activities provided by the three Heritage academies and the Lions Clubs. This role includes planning for the continued development and growth of the after-school activities programme.

The role also involves the planning, organizing, and executing of a wide range of school events that are an integral part of school community life. This will involve liaising with the admin team, teachers, the PTF, security and support staff and to students in assemblies and newsletters. Strong organizational and communication skills are required.

Your primary goal is to enhance the overall school experience for students, staff, and parents by creating memorable and meaningful events and a rich and varied after-school activities programme.

Personal Qualities

Modeling and Leadership

Model a personal commitment to Christ and Bible-based Christian living

Maintain personal devotional and prayer life

Member of a Christian Church, either locally or abroad

Seek to inspire others to Christian commitment, faith, and living

Contribute toward and maintains a positive Christian spiritual environment

Exhibit characteristics of being a life-long learner

Maintain a positive academic environment focused on growth and excellence

Consistently maintain ethical and moral personal and professional standards

Consistently demonstrate a knowledge, and a love for a positive learning environment

Consistently use strategies that empower and motivate the students at school

Self-managed to be productive and a contributing member of the admin team

Good sense of humor with a strong sense of self

Empathetic and sociable

Highly diplomatic

Collaboration and teamwork

Skilled in identifying problems and brainstorming potential solutions

Excellent at written and oral communication as well as presentation

Professional Responsibilities

Event Planning

Liaise with the respective Principals and Administrative team members to develop and implement a comprehensive events calendar for the school year.

Collaboration with various parties, including teachers, staff, and parent groups, to identify and plan events that align with the school's mission and values.

Liaise with the respective Principals and Administrative team members to coordinate event logistics, implementation and requirements.

After School Enrichment Programs

Collaboration with the respective Principals to identify enrichment programs that emphasize

full student engagement and learning

Responsible for the overall planning, implementation and evaluation of high quality after-school activities, including but not limited to after school care enrichment activities, field trips, summer camps and activities week in close collaboration with the respective Principals and the Administrative team

Responsible for communicating, scheduling, and activity planning for all enrichment programs with Academy leaders, parents, students and all Principals

Coordinating and supervising Summer Camp programs as required

Liaising with the Finance team to ensure activity/enrichment costs remain consistent within budget projections .

Liaising with the respective Enrichment service providers to ensure feedback is received on student full engagement as per learning and activities' structure

Liaising with the School Nurse to ensure First Aid Cover for the after-school programs and for activities.

After School Supervision

Liaising with the various afterschool teams to ensure all students have supervision within allocated enrichment activities and other programs

Coordination of afterschool Lions club teams within specified guidelines

Communication (collaboration and teamwork)

Create respective event promotional materials and effectively communicate event details to the school community as per recognized communication forums/ avenues

Work closely with the school's communication team to promote events through social media, newsletters, and other platforms.

Ensure timely and clear communication to all parties involved.

Liaise with Principals, classroom teachers and other staff members to integrate events into the curriculum where applicable.

Work with parent volunteers and other Heritage community members to facilitate their involvement in event planning and execution.

Professional Development

Submit in writing his/her professional goals to the Head of School annually

Participate with faculty and administration in professional development and in-service activities

Participate in Performance Management activities as assigned by Board

Remain abreast of current developments in technology, learning and administrative theory through active collaboration with other professionals, attending appropriate workshops and conferences, and through reading of professional journals

Professional Qualifications

Bachelor's Degree in Education or any closely related field.

Minimum of three years experience in a similar school environment or role

Passionate about connecting with teachers and students

Crisis management

Ability to coach and inspire

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