

## Activities Coordinator Job Description

### **Purpose**

The Activities Coordinator oversees coordination of various school enrichment activities for all stakeholders, ensuring high-quality programs, child protection and welfare, and important learning experiences.

### **Responsibilities**

- Organize after school enrichment activities for students, staff, and parents for the entire school year
- Organize tournaments, competitions, and presentation events on and off campus
- Assist and/or implement and organizing trips, including local, national, and international
- Work with the head(s) of division and the IB coordinator(s) to support, organize, and/or implement events to support the curriculum, both academic and social and emotional, as well holiday events during the school week (Sinai Day, etc.) and other activities
- Ensure that all policies and procedures, including Child Protection and Welfare Policy, the Visitor Protocol and others in relation to guest speakers and providers of activities
- Assist in new staff training and orientation as requested during the school year
- Establish community service and service-as-learning programs and projects in coordination with curriculum coordinators
- Maintain a calendar of activities and events that is shared daily in the Daily Bulletin, updated regularly
- Ensure spaces for activities are prepared in advance and cleaned and organized at the conclusion of each
- Communicate through UIS News, Toddle, and the Daily Bulletin with stakeholders regarding events and activities
- Document events and activities for the purpose of marketing, ensuring that the marketing department is informed about all for the purpose of documentation and promotion
- Follow procedures regarding the collection and distribution of funds for events, activities, and trips
- Complete Risk Assessment Forms as required
- Build and maintain a list of external providers of event and activity services
- Ensure appropriate supervision of all events and activities, in coordination with the head(s) of division
- Ensure that any loss or damage of items, or required maintenance issues are documented and forwarded to appropriate line managers to be addressed

### **Reporting Line**

The Activities Coordinator reports to the head of division.

