

TCCS is looking for an After School “Virtual” Club Coordinator. Please see responsibilities and duties below.

Stipend: \$1,500 (6 month position)

Responsibilities and Duties:

- Reach out to staff and/or outside vendors to solicit virtual club offerings
- Provide information to parents regarding club offerings, including scheduled times and enrollment costs
- Develop and manage registration and enrollment processes
- Create and update attendance lists of students for staff and /or vendors
- Collect and keep track of payments and coordinate with business office
- Supervise clubs to ensure appropriate and worthwhile offerings, making recommendations for changes or improvements, where necessary
- Maintain a professional relationship with all colleagues, students, parents, and community members.
- Any other assignment deemed appropriate by administration.

If interested, please submit letter of interest to Mr. Gallo by December 1, 2020.