



Position: Enrichment and Club Coordinator

Location: Ann Arbor, MI

Job Type: Part-Time/ On-Site

Pay: \$16-18/ hour

DESCRIPTION

About US

Clonlara School is a nonprofit, K–12 private school that serves more than 2,000 students around the world through our Campus and Off-Campus Programs. Our mission is to transform education on a global scale through a highly personalized approach that fosters authenticity, autonomy, and joy in the learning process. We are truly a global learning community.

Our Ann Arbor campus is seeking an after-school, **Enrichment /Club Coordinator** who will coordinate our enrichment classes in the afternoon hours at the school and assist in the organization of our global virtual club offerings. Clubs at Clonlara are interactive virtual learning opportunities for students to explore their interests and connect with others worldwide.

About YOU

YOU have great communication skills and creative ideas, who is attentive to detail, and can support our amazing clubs and enrichment program with precise administration. You enjoy working with students, families, and coworkers to provide excellent customer service.

Your Role

The Enrichment Coordinator works collaboratively with the campus educational team, in providing quality afternoon programming. You will work with potential teachers, interested students, and families. This role is both hands-on working with students as well as administrative. The Club coordinator will support our global team and students from all over the world.

Responsibilities

Ann Arbor Campus

- Build meaningful, caring relationships with students.
- Ensure all students are in the correct place at the correct time.
- Supervise students within the building during co-learning hours.
- Ensure that all students are picked up by the end of the day.
- Communicate with families and students.
- Track student and teacher attendance.

- Set the campus enrichment schedule each quarter.
- Recruit and onboard enrichment teachers.
- Prepare enrichment teacher contracts.
- Update parent and teacher handbooks and policies.



Global:

Support our off-campus directors by managing the administrative tasks associated with the clubs across all programs.

- Coordinate and manage the club schedule and registrations.
- Using the defined club guidelines, help each program create a Sway document with club opportunities at the beginning of the school year.
- Collect survey data at the conclusion of clubs each semester.
- Attend club-related meetings when necessary.

Skills & Qualifications

- Consistently positive attitude toward working with students, families and coworkers.
- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail; ability to prioritize tasks and to delegate them when appropriate.
- Strong proficiency in the use of Office 365 tools (Teams, Word, PowerPoint, and Excel).
- Receptiveness to coaching and the ability to accept/follow guidance from others.

Experience

- Experience working with kids or within an educational setting.
- Administration and/ or customer service background.

Hours and Place of Employment

- 20 hours per week, Monday through Friday afternoons between 1- 5 p.m. during the school calendar year. Scheduling will be in the agreement between the Campus Leader and Enrichment/Club Coordinator.
- Hours will fluctuate during the summer months.
- Work will be onsite.

*Staff discount is available for dependents.

How to Apply

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format. Please be sure to