

Before- and After-School Program Coordinators

2 Co-chairs

Commitment: 2 years

- This position is responsible for working with Darien After School to determine the content of the OxRidge Before & After school programs (Fall, Winter & Spring) as well as the twice yearly Teacher Conference Week camps.
- Advertising and providing enrollment information for these programs via the Hoot and specific email Blasts and providing all and any support needed to school administration, vendors and parents to ensure classes run smoothly.
- Sourcing new and interesting vendors to enhance our athletic, academic and art offerings.

Time Commitment: Seasonal - 3 sessions per year- Fall, Winter, Spring. Conference Week Camps - 2 per year. 6 hours a week when working to put together a seasonal schedule and during the run up to and close of enrollment. Up to 1½ hours a week when programs are underway. There is down time between seasons when no attention to the B&A program is needed.

Skill Set: None - though a level of discipline and organization is required to meet seasonal deadlines.