

AES Manager

The Manager of AES is responsible for the strategic planning, development, and oversight of the school's extracurricular program. This role requires visionary leadership, strong organizational skills, and the ability to align extracurricular activities with the school's mission and values.

Responsibilities:

1. Strategic Planning and Development

- Develop a comprehensive vision and long-term strategy for the school's extracurricular program
- Conduct regular needs assessments to identify areas for program expansion or improvement
- Establish goals and key performance indicators (KPIs) for the extracurricular program
- Create and maintain a balanced portfolio of activities that cater to diverse student interests and abilities
- Demonstrated experience in budget management and financial planning
- Knowledge of inventory management practices and asset tracking systems

2. Program Management

- Oversee the planning, implementation, and evaluation of all extracurricular activities
- Ensure compliance with school policies, safety regulations, and relevant legal requirements
- Develop and manage the department's budget, allocating resources effectively
- Implement quality control measures to maintain high standards across all activities

3. Stakeholder Engagement

- Collaborate with school leadership, faculty, and staff to integrate extracurricular activities with academic programs
- Engage with students and parents to gather feedback and ensure activities meet community needs
- Develop partnerships with external organizations to enhance the extracurricular offerings
- Represent the extracurricular program at school events and in the wider community

4. Staff Coordination

- Recruit and coordinate activity leaders, coaches, and volunteers
- Provide orientation and ongoing support to all coaches and volunteers
- Manage staff schedules and substitute arrangements

5. Staff Management

- Recruit, train, and supervise the Extracurricular Activities Coordinator and Administrative Assistant
- Provide mentorship and professional development opportunities for department staff
- Conduct regular performance evaluations and set goals for team members

6. Reporting and Communication

- Prepare regular reports on program performance, participation rates, and impact
- Develop and implement effective communication strategies to promote extracurricular activities
- Present program updates and proposals to school leadership and the board of directors

7. Communications and Marketing

- Create and distribute regular communications about extracurricular activities to students, parents, and staff
- Collaborate with the school's marketing team to showcase extracurricular successes

Qualifications:

Degree in Education, Sports Management, or related field

Minimum 5 years of experience in educational program management or similar role

Proven track record in strategic planning and program development

Excellent leadership, communication, and interpersonal skills

Understand budgeting and financial management abilities

Fluency in English. Bahasa Indonesia and French is a plus.