

Extracurricular Activities Coordinator

The Extracurricular Activities Coordinator is responsible for the day-to-day operations and implementation of the school's extracurricular program. This role requires strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.

Responsibilities:

1. Program Implementation

- Execute the strategic vision set by the AES Manager
- Coordinate and schedule all extracurricular activities, ensuring efficient use of facilities and resources
- Manage the logistics of activities, including equipment, transportation and venue arrangements
- Maintain accurate records of student participation, attendance, and achievements

2. Activity Management

- Oversee the daily operations of student's extracurricular activities
- Liaise with activity leaders, coaches, and instructors to ensure smooth program delivery
- Monitor activity quality and adherence to safety standards
- Coordinate and attend events, competitions and performances related to extracurricular activities

3. Student Engagement

- Promote extracurricular activities to students and encourage participation
- Address student and parent inquiries regarding activities
- Facilitate student sign-ups and manage waitlists for popular activities

4. Administrative Support

- Assist in budget management and expense tracking for individual activities
- Prepare activity reports and participation statistics
- Maintain inventory of equipment and supplies for extracurricular activities
- Assist in the development of activity handbooks and safety protocols

Qualifications:

Degree in Education, Sports Management, Property or Hospitality Management or related field

Minimum 3 years of experience in program coordination or similar role

Strong organizational and time management skills

Excellent interpersonal and communication abilities

Proficiency in MS Office and database management systems

Fluency in written and spoken English and Bahasa Indonesia; proficiency in French is a plus.