FAMILY LIFE PROGRAM COORDINATOR

The University of Chicago Laboratory Schools runs an Extended Day program supporting 600+ students per year. We are searching for a part-time Program Coordinator to support the Family Life Programs and Administrative Team in several different capacities. The Program Coordinator will report to the Associate and Assistant Directors of Family Life Programs.

The Coordinator will support Extended Day Daily Programs and Special Classes in their attendance, dismissal, logistics, record-keeping, task-management, communications, etc. Additionally, the Coordinator will support organization of materials and classroom spaces. The Coordinator will be expected to support staff as needed in various other capacities—including the daily use of technology.

A Bachelor’s Degree and 2 years experience in a fast-paced work environment are required, administrative experience is a plus. The ideal candidate will be a fast learner, a self-starter, upbeat and energetic person who is interested in gaining rewarding experience in the Education Administration field. Excellent communication skills—both written and verbal—as well as strong customer service, organizational, and collaborative skills are required.

Minimum Qualifications:
- Bachelor's Degree and 2 years work experience in a fast-paced environment.
- Excellent communication skills, and the ability to collaborate effectively with others.
- Strong customer service skills, as well as a friendly and professional demeanor, especially on the phone.
- Enjoy working in a face-paced, dynamic environment.
- Facility working with and learning to use technology, including google office suite, and mobile communication apps.

The position will require approximately 25-30 hours per week, at a starting hourly wage of $13 - $16, depending upon experience and credentials. Approximate schedule is 12 pm - 5:30 pm, Monday through Friday, though there is some flexibility available.

To be considered, please send a resume and cover letter to Becky Chmielewski at extendedday@ucls.uchicago.edu

Extended Day at Lab provides opportunities for children to connect with friends, discover and develop interests, and relax before and after school. Extended Day is designed to provide students with constructive, intentional, and meaningful opportunities to engage socially with one another, creatively with materials and concepts, and civically in the life of the Schools and community. Extended Day brings all of this to life within the familiar and enriching school environment.

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